



PROJECT MANUAL

CDB #805-030-019

CONSTRUCT INNOVATION CENTER- ACADEMIC BUILDING

ILLINOIS MATHEMATICS AND SCIENCE ACADEMY

AURORA, (KANE COUNTY) ILLINOIS

BUILDING NO. CP078

CONTRACT: General, Plumbing, Heating, Ventilation, Electrical

State of Illinois

CAPITAL DEVELOPMENT BOARD

USING AGENCY: ILLINOIS BOARD OF HIGHER EDUCATION

BY: CORDOGAN CLARK & ASSOCIATES, INC.
960 RIDGEWAY AVENUE
AURORA, IL 60506

DATE: APRIL 3, 2015

License Expiration Date: 04/30/2015

Signature: _____

100% DESIGN SUBMITTAL

Date Signed: _____

BOOK 1 OF 2
DIV00 & DIV01

State of Illinois
CAPITAL DEVELOPMENT BOARD

CORDOGAN CLARK & ASSOCIATES, INC.
960 RIDGEWAY AVE.
AURORA, IL 60506
630-896-4678

PROJECT MANUAL FOR

CDB-805-030-019

CONSTRUCT INNOVATION CENTER- ACADEMIC BUILDING
Illinois Mathematics Science Academy
AURORA, IL

DATE: APRIL 3, 2015 (100% DESIGN SUBMITTAL)

<u>DOCUMENT</u>	<u>TITLE</u>	<u>PAGES</u>
START OF BOOK 1		
00 01 10	Table of Contents	00 01 10-1-4
00 01 15	Drawings, Schedules, & Details	00 01 15-1-2
00 11 13	Advertisement for Bids	00 11 13-1-2
<u>BIDDING AND CONTRACT REQUIREMENTS</u>		
00 31 32	Soils Report	00 31 32-1-10
00 41 00	Bid Form	
	General	00 41 00-1-2
	Plumbing	00 41 00-3-4
	Heating	00 41 00-5-6
	Ventilation	00 41 00-7-8
	Electrical	00 41 00-9-10
00 41 01	Subcontractor/Supplier Requirements	00 41 01-1-1
00 41 02	Illinois Office Affidavit	00 41 02-1-1
00 41 04	Minority/Female Workforce Projections	
	DHR PC-2 for GOALS/NO GOALS	
	General	00 41 04-1-2
	Plumbing	00 41 04-3-4
	Heating	00 41 04-5-6
	Ventilation	00 41 04-7-8
	Electrical	00 41 04-9-10
00 41 05	Minority/Female/Veteran Subcontractor & Supplier Utilization	
	General	00 41 05-1-2
00 41 06	Bid Bond Form	00 41 06-1-2
00 41 07	Product Substitution Form	00 41 07-1
00 41 08	Standard Terms and Conditions	00 41 08-1-4
00 41 09	Standard Certifications and Disclosures	00 41 09-1-27
<u>SUPPLEMENTARY CONDITIONS</u>		
00 43 43	Prevailing Rate of Wages.	00 43 43-1-1
<u>GENERAL REQUIREMENTS</u>		
01 11 00	Project Summary	01 11 00-1-2
01 11 01	Supplement to SDC and SDC-CM	01 11 01-1-11

01 31 00	Coordination	01 31 00-1-1
01 32 00	Construction Schedule	01 32 00-1-2
01 33 23	Shop Drawings, Product Data, & Samples Schedule	01 33 23-1-12
01 35 16	Remodeling Project Procedures	01 35 16-1-3
01 41 00	Regulatory Requirements	01 41 00-1-4
01 51 50	Use of Existing Facilities,	01 51 50-1-4
01 56 00	Barriers	01 56 00-1-1
01 73 29	Cutting and Patching	01 73 29-1-3
01 78 23	Operating & Maintenance Data Schedule	01 78 23-1-5
01 78 36	Extended Warranties & Bonds Schedule	01 78 36-1-3
01 78 39	Project Record Documents	01 78 39-1-2

START OF BOOK 2

EXISTING CONDITONS

02 41 19	Selective Demolition	02 41 19-1-6
----------	----------------------	--------------

METALS

05 40 00	Cold-formed Metal Framing	05 40 00-1-10
05 73 13	Glazed Decorative Metal Railings	05 73 13-1-6

WOOD PLASTIC COMPOSITES

06 10 00	Rough Carpentry	06 10 00-1-8
06 41 16	Plastic-laminate-faced Architectural Cabinets	06 41 16-1-8

THERMAL & MOISTURE

07 21 00	Thermal Insulation	07 21 00-1-6
07 42 13.13	Formed Metal Panels	07 42 13.13-1-10
07 54 23	Thermoplastic Polyolefin (TPO) Roofing	07 54 23-1-8
07 62 00	Sheet Metal Flashing and Trim	07 62 00-1-8
07 84 13	Penetration Firestopping	07 84 13-1-6
07 92 00	Joint Sealants	07 92 00-1-10

OPENINGS

08 71 00	Door Hardware	08 71 00-1-22
08 11 13	Hollow Metal Doors and Frames	08 11 13-1-8
08 35 13.23	Accordion Folding Partitions	08 35 13.23-1-8
08 41 26	All Glass Entrances and Storefronts	08 41 26-1-8
08 44 13	Glazed Aluminum Curtain Wall	08 44 13-1-12
08 80 00	Glazing	08 80 00-1-8

FINISHES

09 22 16	Non-structural Metal Framing	09 22 16-1-8
09 29 00	Gypsum Board	09 29 00-1-10
09 30 13	Ceramic Tiling	09 30 13-1-8
09 51 23	Acoustical Tile Ceiling	09 51 23-1-6
09 65 13	Resilient Base Accessories	09 65 13-1-8
09 65 19	Resilient Tile Flooring	09 65 19-1-6
09 68 13	Tile Carpeting	09 68 13-1-8
09 91 23	Interior Painting	09 91 23-1-8

SPECIALTIES

10 11 00	Visual Display Units	10 11 00-1-8
10 26 00	Wall and Door Protection	10 26 00-1-6
10 28 00	Toilet, Bath and Laundry Accessories	10 28 00-1-4
10 44 13	Fire Protection Cabinets	10 44 13-1-4

EQUIPMENT

11 52 13	Projection Screens	11 52 13-1-4
----------	--------------------	--------------

FURNISHINGS

12 24 13	Roller Window Shades	12 24 13-1-6
12 36 61	Simulated Stone Countertops	12 36 61-1-2

FIRE SUPPRESSION

21 13 13	Wet-Pipe Sprinkler Systems	21 13 13-1-20
----------	----------------------------	---------------

PLUMBING

22 05 17	Sleeves and Sleeve Seals for Plumbing Piping	22 15 17-1-4
22 05 18	Escutcheons for Plumbing Piping	22 05 18-1-4
22 05 23.12	Ball Valves for Plumbing Piping	22 05 23.12-1-10
22 05 53	Identification for Plumbing Piping and Equipment	22 05 53-1-4
22 07 19	Plumbing Piping Insulation	22 07 19-1-18
22 11 16	Domestic Water Piping	22 11 16-1-14
22 11 19	Domestic Water Piping Specialties	22 11 19-1-8
22 13 16	Sanitary Waste and Vent Piping	22 13 16-1-12
22 14 13	Facility Storm Drainage Piping	22 14 13-1-8
22 42 13.13	Commercial Water Closets	22 42 13.13-1-6
22 42 16.13	Commercial Lavatories	22 42 16.13-1-4
22 42 16.16	Commercial Sinks	22 42 16.16-1-6
22 47 13	Drinking Fountains	22 47 13-1-4

HEATING, VENTILATING, AND AIR CONDITIONING

23 05 93	Testing, Adjusting, and Balancing for HVAC	23 05 93-1-10
23 07 13	Duct Insulation	23 07 13-1-6
23 08 00	Commissioning of HVAC	23 08 00-1-6
23 31 13	Metal Ducts	23 31 13-1-12
23 33 00	Air Duct Accessories	23 33 00-1-10
23 34 16	Centrifugal HVAC Fans	23 34 16-1-6
23 36 00	Air Terminal Units	23 36 00-1-8
23 37 13	Diffusers, Registers, and Grilles	23 37 13-1-4
23 82 36	Finned-tube Radiation Heaters	23 82 36-1-4

ELECTRICAL

26 05 19	Low-Voltage Electrical Power Conductors and Cables	26 05 19-1-4
26 05 26	Grounding and Bonding for Electrical Systems	26 05 26-1-6
26 05 29	Hangers and Supports for Electrical Systems	26 05 29-1-6
26 05 33	Raceways and Boxes for Electrical Systems	26 05 33-1-10
26 05 44	Sleeves and Sleeve Seals for Electrical Raceways and Cabling	26 05 44-1-6
26 05 53	Identification for Electrical Systems	26 05 53-1-10
26 05 73	Overcurrent Protective Device Coordination Study	26 05 73-1-10
26 05 74	Overcurrent Protective Device ARC-Flash Study	26 05 74-1-8
26 09 23	Lighting Control Devices	26 09 23-1-8

26 09 43.23	Relay-based Lighting Controls	26 09 43.23-1-8
26 24 16	Panelboards	26 24 16-1-12
26 27 26	Wiring Devices	26 27 26-1-10
26 28 16	Enclosed Switches and Circuit Breakers	26 28 16-1-10
26 51 00	Interior Lighting	26 51 00-1-8
26 51 19	LED Interior Lighting	26 51 19-1-10
26 56 19	LED Exterior Lighting	26 56 19-1-10

COMMUNICATIONS

27 05 28	Pathways for Communications Systems	27 05 28-1-12
27 05 44	Sleeves and Sleeve Seals for Communications Pathways and Cabling	27 05 44-1-6

ELECTRONIC SAFETY AND SECURITY

28 31 11	Digital, Addressable Fire-Alarm Systems	28 31 11-1-18
----------	---	---------------

SPECIFIERS:

General:
Cordogan Clark & Associates, Inc.
Attn: Bruce Cairns
Email: bcairns@cordoganclark.com
Ph: 630-896-4678

Heating, Ventilating, Plumbing, Fire Protection, Electrical:
RTM Engineering Consultants
Attn: Tad Byrne
Email: tad.byrne@rtmassociates.com
Ph: 847-756-4180

END 00 01 10.

SCHEDULE OF DRAWINGS:

GENERAL

G1.1	TITLE SHEET AND LOCATION PLANS
G1.2	GENERAL NOTES, ABBREVIATIONS, & SYMBOLS LEGEND
G2.1	LIFE SAFETY PLAN

ARCHITECTURAL

D1.1	DEMOLITION PLANS
D1.2	DEMOLITION PLANS
D1.3	DEMOLITION DETAILS
A1.1	ARCHITECTURAL SITE PLAN
A1.2	ARCHITECTURAL SITE PLAN
A2.1	FLOOR PLANS
A2.2	FLOOR PLAN DETAILS
A3.1	REFLECTED CEILING PLANS
A3.2	REFLECTED CEILING DETAILS
A4.1	ROOF PLANS
A5.1	EXTERIOR BUILDING ELEVATIONS
A6.1	BUILDING SECTIONS
A6.2	BUILDING SECTIONS
A6.3	DETAIL SECTIONS
A6.4	DETAIL SECTIONS
A6.5	DETAIL SECTIONS
A7.1	ENLARGED FLOOR PLANS
A7.2	MILLWORK DETAILS
A8.1	INTERIOR ELEVATIONS
A8.2	INTERIOR ELEVATIONS
A9.1	DOOR SCHEDULE, ELEVATIONS, & DETAILS
A9.2	GLAZING ELEVATIONS
A10.1	ROOM FINISH SCHEDULE & PLANS
A10.2	FLOOR FINISH PLAN
A11.1	FURNITURE PLAN

STRUCTURAL

S1.0	STRUCTURAL GENERAL NOTES
S1.1	STRUCTURAL GENERAL NOTES
S2.1	DEMO, FOUNDATION AND ROOF PLANS
S3.1	TYPICAL SECTIONS AND DETAILS
S4.1	SECTIONS AND DETAILS

HEATING & VENTILATING

HD1.0	DEMO PLAN-HEATING
HV0.0	GENERAL NOTES AND SYMBOLS
HV1.0	MECHANICAL SCHEDULES
H1.0	FLOOR PLAN- VENTILATION
VD1.0	DEMO PLAN- VENTILATION
V1.0	FLOOR PLAN- VENTILATION

PLUMBING

P0.0	PLUMBING SYMBOLS, SCHEDULES & NOTES
------	-------------------------------------

PD1.0 DEMO PLAN- PLUMBING
P1.0 FLOOR PLAN- PLUMBING

FIRE PROTECTION

FP1.0 FLOOR PLAN - FIRE PROTECTION

ELECTRICAL

E0.0 GENRAL NOTES & SYMBOL LIST
ED1.0 DEMOLITION PLAN- POWER & SIGNAL
ED2.0 DEMOLITION PLAN- LIGHTING
ED2.1 DEMOLITION SITE PLAN- LIGHTING
E1.0 FLOOR PLAN- POWER & SIGNAL
E2.0 FLOOR PLAN- LIGHTING
E3.0 SCHEDULES & SINGLE LINE DIAGRAM

FIRE ALARM

FA1.0 FLOOR PLAN- FIRE ALARM

All Drawings dated: April 3, 2015

END 00 01 15.

BIDDING & CONTRACT REQUIREMENTS
00 11 13 – Advertisement for Bids

The State of Illinois, Capital Development Board (CDB) will receive sealed bids for:

CDB PROJECT #: 805-030-019
TITLE: CONSTRUCT INNOVATION CENTER- ACADEMIC BUILDING
LOCATION: ILLINOIS MATHEMATICS and SCIENCE ACADEMY
1500 W. SULLIVAN ROAD, AURORA, ILLINOIS 60506
USING AGENCY: ILLINOIS BOARD OF HIGHER EDUCATION
COUNTY: KANE

PROJECT DESCRIPTION: 6,700 sf interior remodel includes demolition of interior walls, ceilings, and MEP systems and exterior precast walls for a new curtainwall system. New spaces include classrooms, conference rooms, offices, 3D printer shop, a café and a uni-sex toilet. New finishes include carpet, porcelain and vinyl tile floors, gypsum board, paint, exposed ceilings with suspended gypsum board and ACT ceilings. New fire protection system, new plumbing, new heating and ventilation ductwork. HVAC system will tie into an existing roof top unit. Reuse existing electrical power supply, new lighting and power distribution inside of space.

<u>TRADE</u>	<u>COST RANGE</u>	<u>BID DATE/TIME</u>
GENERAL	under \$800,000	TBD
PLUMBING	under \$60,000	TBD
HEATING	under \$60,000	TBD
VENTILATION	under \$150,000	TBD
ELECTRICAL	under \$250,000	TBD

BID LOCATION:

ILLINOIS CAPITAL DEVELOPMENT BOARD
JAMES R. THOMPSON CENTER
100 WEST RANDOLPH STREET
SUITE 14-600, 14TH FLOOR
CHICAGO, IL 60601

Minority, Female & Veteran Business Subcontractor/Supplier Participation is *Applicable*.

Obtain Plans From:

VESCO REPROGRAPHICS
1351 Aucutt Road
Montgomery, IL 60538
Ph: 630-896-2115
Email: www.vescorepro.com

CORDOGAN CLARK & ASSOCIATES, INC.
960 Ridgeway Avenue
Aurora, Illinois 60506
Ph: 630-896-4678
Email: aurora@cordoganclark.com

Refundable Plan Deposit: \$50.00

Pre-Bid Meeting: TBD

BIDDING & CONTRACT REQUIREMENTS
00 11 13 – Advertisement for Bids

INFORMATION TO BIDDERS:

- A. Prequalification. Bidders must be prequalified with CDB; allow 45 days for application processing. For an application and a copy of CDB's Standard Documents for Construction (applicable to this project), visit CDB's Website www.cdb.state.il.us or phone 217/782-6152 (TDD 217/524-4449).
- B. MBE/FBE/VBE. MBE/FBE/VBE firms must be certified or registered with CMS as an MBE, FBE, or VBE prior to bidding.
- C. Prevailing Wage. Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act(820 ILCS 130/1-12).
- D. Registration with the Illinois Procurement Gateway (IPG). Vendors may re-register with the IPG and receive a vendor registration number. The IPG is a web based system that serves as the primary location for entering, organizing, and reviewing vendor information. The IPG allows prospective vendors to provide disclosures, registrations, and other documentation needed to do business with the State in advance of any particular procurement. Registration in the Illinois Procurement Gateway is optional.
- E. Certifications and Disclosures. Vendors must have an approved Illinois Procurement Gateway registration number, or submit the Standard Certifications and Disclosure Form(s) with bid at time of submittal. Failure to provide standard certifications and financial disclosure, or be registered with the Illinois Procurement Gateway, will result in rejection of bid.
- F. Subcontractors. You are also required to submit disclosure forms and standard certifications for subcontractors whose contracts will be valued over \$50,000 within 20 days of execution of your contract with CDB or execution of the contract between you and your subcontractor, whichever is later. A valid IPG registration number can be provided in lieu of hard copies of the standard certifications and financial disclosure forms. (See D. above.) Subcontractors must receive an Authorization to Proceed prior to performance of any work.
- G. Supplement to SDC. Bidders are advised to review Article 01 11 01, Supplement to SDC, for any revisions to the Standard Documents for Construction.
- H. Progress Payments. Progress payments will normally be issued by the Illinois Comptroller within 30 business days after CDB receives and approves an Invoice-Voucher.

CAPITAL DEVELOPMENT BOARD

Jim Underwood
Executive Director

John Nalis
Project Manager
Ph: 312-814-1603
Email: john.nalis@illinois.gov



office: 1-847-870-0544
fax: 1-847-870-0661
www.soilandmaterialconsultants.com
us@soilandmaterialconsultants.com

March 31, 2015
File No. 21964

Mr. Bruce Cairns
Cordogan Clark & Associates, Inc.
960 Ridgeway Avenue
Aurora, IL 60506

Re: Geotechnical Investigation
IMSA Innovation Hub
Aurora, Illinois

Dear Mr. Cairns:

The following is our report of findings for the geotechnical investigation completed for the Illinois Math and Science Academy Innovation Hub Addition in the City of Aurora, Illinois.

The investigation was requested to determine current subsurface soil and water conditions at select boring locations. The findings of the field investigation and the results of laboratory testing are intended to assist in the design and construction of proposed site improvements. We understand that it is proposed to construct a one story addition to the north side of the existing building near the main entrance.

SCOPE OF THE INVESTIGATION

The field investigation included obtaining 2 borings at the locations as indicated on the enclosed location sketch. The boring locations were established using field taping methods and accuracy. Surface elevations were determined using the temporary benchmark indicated on the attached sketch.

We auger drilled the 2 borings to depths of 15.0 feet below existing surface elevations. Soil samples were obtained using a split barrel sampler advanced utilizing an automatic SPT hammer. Soil profiles were determined in the field and soil samples returned to our laboratory for additional testing including determination of moisture content. Cohesive soils obtained by split barrel sampling were tested further to determine dry unit weight and unconfined compressive strength.

The results of all field determinations and laboratory testing are included in summary with this report.

RESULTS OF THE INVESTIGATION

Enclosed are boring logs indicating the soil conditions encountered at each location. Site surface conditions include vegetation, topsoil and fill soil conditions. The topsoil is classified as black silt/clay mixtures with traces of roots usually present.

8 WEST COLLEGE DRIVE • ARLINGTON HEIGHTS, IL 60004

SOIL BORINGS • SITE INVESTIGATIONS • PAVEMENT INVESTIGATIONS • GEOTECHNICAL ENGINEERING
TESTING OF • SOIL • ASPHALT • CONCRETE • MORTAR • STEEL

Uncontrolled fill soil conditions were encountered at each boring location. Composition of the fill includes the presence of silt/clay, concrete, and clay/silt mixtures extending to depths of 4.0 feet to 8.0 feet. The limits of fill placement were not determined within the scope of this investigation.

Underlying natural soil conditions include the presence of cohesive soils. These are classified as very tough to hard clay/silt mixtures with lesser portions of sand and gravel. Cobbles and boulders may be present within the site soils at any elevation, although none were encountered while drilling.

The following table summarizes depth ranges below existing grade, the magnitude of soil strength within these ranges and other information:

<u>Boring</u>	<u>Surface Elevation (feet)</u>	<u>Depth Range Below Existing Surface (feet)</u>	<u>Soil Strength (lbs./sq.ft.)</u>	<u>Recorded Water Levels, W.D./A.D. (feet)</u>
1	100.2	0.0 to 8.5 8.5 to 12.0	*NONE 6,000	dry/dry
2	100.4	0.0 to 3.5 3.5 to 5.5 5.5 to 12.0	*NONE 3,000 4,000	dry/dry

* Not recommended for support of foundations. Deeper foundation depths or foundations supported on coarse crushed stone fill may be needed to reduce the magnitude of long-term total and differential settlement.

It is expected that foundations can be supported on undisturbed natural soils located at any elevation within the depth ranges indicated in the above table, except as noted. Above these depth ranges the soils are not considered able to support foundations, even at reduced design bearing values, due to long-term settlement considerations.

FOUNDATIONS

Based on the results of this investigation it is our opinion that continuous and isolated footing foundations may be considered for support of building loads. These foundations can be supported on undisturbed natural soils located below all topsoil, debris, unsuitable fill soils, low strength soils and other unsuitable conditions which may be encountered. Soil strength values and the depths at which they are expected to be encountered at these boring locations are indicated in the above table. A net allowable bearing value of 3,000 lbs./sq.ft. is available for design. This value can be used to size foundations for support of structure dead and live loads. Increased bearing values may be available at some locations and elevations.

All exterior building foundations should extend at least 42.0 inches below exposed surface elevations to provide adequate protection against uplift due to freezing of the supporting soils.

Foundations for unprotected improvements should extend at least 48.0 inches below exposed surface elevations. We recommend providing adequate reinforcing steel in foundation walls and piers to minimize the effects of long-term differential settlement.

Weak soil conditions may be discovered locally at design foundation elevations and may require extending the foundation to a deeper elevation. Alternately, removal of the weak soil followed by replacement with properly compacted coarse crushed granular fill (CA01) may be feasible. When removal is approved by the Soil Engineer, the removal of the weak soil should also extend beyond the face of footings and/or piers to a distance at least equal to the depth of fill that will be present beneath the footings and/or piers. A capping layer of finer crushed granular fill (CA06) can be utilized to establish a working surface.

FLOOR SLABS

Floor slabs planned for support on the existing soil conditions are expected to undergo some degree of long-term settlement as the soils consolidate under loading and as they shrink due to desiccation. Slabs may be considered for support on suitable natural soils or on properly placed and compacted fill soils. This is feasible when the soils supporting the slabs are prepared in accordance with the recommendations for Subgrade Soil Preparation. These include the removal of topsoil as well as removal or aeration of underlying high moisture content soils.

SUBGRADE SOIL PREPARATION

Subgrade soil preparation should be accomplished where needed within the building area prior to excavation for foundations. The procedure in all areas of subgrade supported improvements should include the removal of unsuitable surface conditions including vegetation, topsoil, unsuitable fill soils, significant debris, weak or unstable soils, and other deleterious conditions which may be encountered. Above grade areas should be cut to design subgrade elevations. Exposed subgrade soils should be leveled, compacted and proof-rolled in the presence of the Soil Engineer.

Proof-rolling may reveal areas of unstable soil conditions, requiring additional removal. If the depth of undercut appears to be significant, it may be economical to limit the depth of undercut to that needed to establish adequate support of slabs and remediate weak soil conditions at foundation elevations at the time of foundation construction.

Structural fill can be placed on soils prepared to the satisfaction of the Soil Engineer. The fill should be placed in lifts not to exceed 8.0 inches when uncompacted. Each lift should exceed minimum compaction requirements prior to placement of the next lift. We recommend a minimum of 95% compaction based on the modified Proctor test, ASTM D-1557, be achieved within building areas. A minimum of 90% compaction should be achieved beneath exterior improvements such as pavements and sidewalks. Compaction requirements also apply to backfill placement around foundations and within trench excavations located below subgrade supported improvements.

FILL SOURCES

The onsite non-organic soils are generally suitable for reuse as fill. Offsite sources may also be used provided they are approved in advance by the Soil Engineer. Aeration may be necessary to reduce soil moisture content prior to compaction. Soil borrowed from near the surface where seasonal fluctuations in soil moisture content occur may require particular attention. The moisture content of fill soils should be within approximately 3.0% of optimum moisture content as determined by the modified Proctor test for the soils to meet or exceed minimum compaction requirements.

CONCLUSION

The information within this report is intended to provide initial information concerning subsurface soil and water conditions on the site. Variations in subsurface conditions are expected to be present between boring locations due to naturally changing soil and fill conditions.

Our understanding of the proposed improvements is based on limited information available to us at the writing of this report. The findings of the investigation and the recommendations presented are not considered applicable to significant changes in the scope of the improvements or applicable to alternate site uses. We recommend that proposed foundation, pavement and grading plans be reviewed by our office to determine if additional considerations are necessary to address anticipated subsurface conditions.

The soils exposed in soil undercut areas should be evaluated for suitability prior to placement of structural fill, as previously indicated in this report. Soils and aggregates placed as structural fill should be tested as the work progresses to verify that minimum compaction requirements have been met. We recommend that soil conditions encountered at foundation elevations be tested to verify the presence of design soil strength prior to concrete placement.

If you have any questions concerning the findings or recommendations presented in this report, please let me know.

Very truly yours,

SOIL AND MATERIAL CONSULTANTS, INC.



Reid T. Steinbach, E.I.T
Project Engineer



Thomas P. Johnson, P.E.
President

TPJ:ek
Enc.

Logged By: DA

Page: 1 of 1

Client: Cordogan Clark & Associates, Inc.

File No. 21964

Date Drilled: 3/24/15

Reference: IMSA Innovation Hub
Aurora, IL

Comments:

	Equipment: <input checked="" type="checkbox"/> CME 45B <input type="checkbox"/> CME 55 <input type="checkbox"/> Hand Auger <input type="checkbox"/> Other
--	--

CLASSIFICATION

Elevation 100.4' Existing Surface

(a) see below

Brown-dark brown-black clay & silt, trace
sand & gravel, damp, stiff - Fill

(b) see below

Brown clay & silt, trace sand & gravel,
damp, very tough

Gray clay, some silt, trace sand & gravel,
damp, very tough

End of Boring

(a) Black silt, some clay, trace sand & roots, damp (topsoil) - Fill

(b) Brown-gray clay, some silt, trace sand
& gravel, damp, very tough

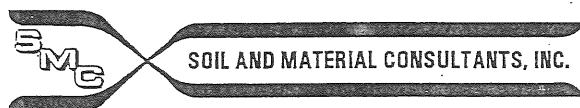
[illegible]

Water encountered at dry
Water recorded at dry
Water recorded at

feet during drilling operations (W.D.).

feet on completion of drilling operations (A.D.).

feet hours after completion of drilling operations (A.D.).



General Notes

SAMPLE CLASSIFICATION

Soil sample classification is based on the Unified Soil Classification System, the Standard Practice for Description and Identification of Soils (Visual-Manual Procedure), ASTM D-2488, the Standard Test Method for Classification of Soils for Engineering Purposes, ASTM D-2487 (when applicable), and the modifiers noted below.

CONSISTENCY OF COHESIVE SOILS

Term	Qu -tons/sq. ft.	N (unreliable)
Very Soft	0.00 - 0.25	0 - 2
Soft	0.26 - 0.49	3 - 4
Stiff	0.50 - 0.99	5 - 8
Tough	1.00 - 1.99	9 - 15
Very Tough	2.00 - 3.99	16 - 30
Hard	4.00 - 7.99	30 +
Very Hard	8.00 +	

RELATIVE DENSITY OF GRANULAR SOILS

Term	N - blows/foot
Very Loose	0 - 4
Loose	5 - 9
Medium Dense	10 - 29
Dense	30 - 49
Very Dense	50 +

IDENTIFICATION AND TERMINOLOGY

Term	Size Range
Boulder	over 8 in.
Cobble	3 in. to 8 in.
Gravel	-coarse 1 in. to 3 in.
	-medium 3/8 in. to 1 in.
	-fine #4 sieve to 3/8 in.
Sand	-coarse #10 sieve to #4 sieve
	-medium #40 sieve to #10 sieve
	-fine #200 sieve to #40 sieve
Silt	0.002 mm to #200 sieve
Clay	smaller than 0.002 mm

Modifying Term Percent by Weight

Trace	1 - 10
Little	11 - 20
Some	21 - 35
And	36 - 50

Moisture Condition

Dry
Damp
Very Damp
Saturated

DRILLING, SAMPLING & SOIL PROPERTY SYMBOLS

CF - Continuous Flight Auger
 HS - Hollow Stem Auger
 HA - Hand Auger
 RD - Rotary Drilling
 AX - Rock Core, 1-3/16 in. diameter
 BX - Rock Core, 1-5/8 in. diameter
 NX - Rock Core, 2-1/8 in. diameter
 S - Sample Number
 T - Type of Sample
 J - Jar
 AS - Auger Sample
 SS - Split-spoon (2 in. O.D. with 1-3/8 in. I.D.)
 ST - Shelby Tube (2 in. O.D. with 1-7/8 in. I.D.)
 R - Recovery Length, in.
 B - Blows/ 6 in. interval, Standard Penetration Test (SPT)
 N - Blows/ foot to drive 2 in. O.D. split-spoon sampler with 140 lb. hammer falling 30 in., (STP)
 Pen. - Pocket Penetrometer reading, tons/ sq. ft.
 W - Water Content, % of dry weight
 Uw - Dry Unit Weight of soil, lbs./ cu. ft.
 Qu - Unconfined Compressive Strength, tons/ sq. ft.
 Str - % Strain at Qu.
 WL - Water Level
 WD - While Drilling
 AD - After Drilling
 DCI - Dry Cave-in
 WCI - Wet Cave-in
 LL - Liquid Limit, %
 PL - Plastic limit, %
 PI - Plasticity Index (LL-PL)
 LI - Liquidity Index [(W-PL)/PI]

RETURN WITH BID

NAME OF FIRM: _____

CDB FIRM ID NO: _____

FOR GENERAL WORK

BID FOR: CDB PROJECT NUMBER: 805-030-019

PROJECT TITLE: CONSTRUCT INNOVATION CENTER- ACADEMIC BUILDING

BID TO: State of Illinois, Capital Development Board

THE BIDDER ACKNOWLEDGES THE FOLLOWING ADDENDA: (Failure to acknowledge may cause bid rejection.)

NO.____, DATED _____ NO.____, DATED _____ NO.____, DATED _____

NO.____, DATED _____ NO.____, DATED _____ NO.____, DATED _____

EACH BID SHALL INCLUDE:

- A. BID FORM (00 41 00)
- B. SUBCONTRACTOR/SUPPLIER REQUIREMENTS (00 41 01)
- C. ILLINOIS OFFICE AFFIDAVIT (00 41 02)
- D. DHR PC-2 FORM (00 41 04)
- E. MBE/FBE/VBE FORM (00 41 05)
- F. BID SECURITY (00 41 06)
- G. PRODUCT SUBSTITUTION FORM (at Bidder's option) (00 41 07)
- H. Standard Business Terms and Conditions (00 41 08)
- I. Forms A CERTIFICATIONS AND DISCLOSURES or Forms B (00 41 09)

BASE BID: THE BIDDER AGREES TO PERFORM ALL WORK FOR THE ABOVE
TRADE, FOR THE SUM OF:

_____ DOLLARS (\$_____)

RETURN WITH BID

Note: Any qualifying or conditional statements included on the bid form or attached to the bid form may result in rejection of the bid unless rescinded by the bidder.

- ☐ The bidder requests preference pursuant to the Procurement of Domestic Products Act (PA 93-0954). We certify that all offered goods were/will be manufactured in the United States. We understand that, if awarded a contract based on a preference for US manufactured goods, this certification will become part of the contract, and, if we knowingly supply non-US manufactured goods, we will be subject to penalties that include debarment for 5 years, voiding of the contract, and civil damages.

PRODUCT SUBSTITUTION FORM ATTACHED (00 41 07): ☐

Duration of Bids: The bidders shall hold their bids open for 90 calendar days after the bid opening.

By signing below, the Bidder agrees to perform all work in accordance with the terms and conditions of the bidding documents and enter into and execute a contract with CDB, if awarded, on the basis of this bid for the sum indicated herein:

BIDDER (show Company name and DBA): _____

Signature of authorized representative: _____

Printed Name: _____ FEIN #: _____

Title: _____ Date _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

For Corporations only: Attest By: _____ (Corporate Secretary)

RETURN WITH BID

NAME OF FIRM: _____

CDB FIRM ID NO: _____

FOR PLUMBING WORK

BID FOR: CDB PROJECT NUMBER: 805-030-019

PROJECT TITLE: CONSTRUCT INNOVATION CENTER- ACADEMIC BUILDING

BID TO: State of Illinois, Capital Development Board

THE BIDDER ACKNOWLEDGES THE FOLLOWING ADDENDA: (Failure to acknowledge may cause bid rejection.)

NO.____, DATED _____ NO.____, DATED _____ NO.____, DATED _____

NO.____, DATED _____ NO.____, DATED _____ NO.____, DATED _____

EACH BID SHALL INCLUDE:

- A. BID FORM (00 41 00)
- B. SUBCONTRACTOR/SUPPLIER REQUIREMENTS (00 41 01)
- C. ILLINOIS OFFICE AFFIDAVIT (00 41 02)
- D. DHR PC-2 FORM (00 41 04)
- E. BID SECURITY (00 41 06)
- F. PRODUCT SUBSTITUTION FORM (at Bidder's option) (00 41 07)
- G. Standard Business Terms and Conditions (00 41 08)
- H. Forms A CERTIFICATIONS AND DISCLOSURES **or** Forms B (00 41 09)

BASE BID: THE BIDDER AGREES TO PERFORM ALL WORK FOR THE ABOVE
TRADE, EXCLUSIVE OF ALTERNATE BIDS, FOR THE SUM OF:

_____ DOLLARS (\$_____)

BIDDING & CONTRACT REQUIREMENTS

Document 00 41 00 – Bid Form

RETURN WITH BID

Note: Any qualifying or conditional statements included on the bid form or attached to the bid form may result in rejection of the bid unless rescinded by the bidder.

- ☐ The bidder requests preference pursuant to the Procurement of Domestic Products Act (PA 93-0954). We certify that all offered goods were/will be manufactured in the United States. We understand that, if awarded a contract based on a preference for US manufactured goods, this certification will become part of the contract, and, if we knowingly supply non-US manufactured goods, we will be subject to penalties that include debarment for 5 years, voiding of the contract, and civil damages.

PRODUCT SUBSTITUTION FORM ATTACHED (00 41 07): ☐

Duration of Bids: The bidders shall hold their bids open for 90 calendar days after the bid opening.

By signing below, the Bidder agrees to perform all work in accordance with the terms and conditions of the bidding documents and enter into and execute a contract with CDB, if awarded, on the basis of this bid for the sum indicated herein:

BIDDER (show Company name and DBA): _____

Signature of authorized representative: _____

Printed Name: _____ FEIN #: _____

Title: _____ Date _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

For Corporations only: Attest By: _____ (Corporate Secretary)

RETURN WITH BID

NAME OF FIRM: _____

CDB FIRM ID NO: _____

FOR HEATING WORK

BID FOR: CDB PROJECT NUMBER: 805-030-019

PROJECT TITLE: CONSTRUCT INNOVATION CENTER- ACADEMIC BUILDING

BID TO: State of Illinois, Capital Development Board

THE BIDDER ACKNOWLEDGES THE FOLLOWING ADDENDA: (Failure to acknowledge may cause bid rejection.)

NO.____, DATED _____ NO.____, DATED _____ NO.____, DATED _____

NO.____, DATED _____ NO.____, DATED _____ NO.____, DATED _____

EACH BID SHALL INCLUDE:

- A. BID FORM (00 41 00)
- B. SUBCONTRACTOR/SUPPLIER REQUIREMENTS (00 41 01)
- C. ILLINOIS OFFICE AFFIDAVIT (00 41 02)
- D. DHR PC-2 FORM (00 41 04)
- E. BID SECURITY (00 41 06)
- F. PRODUCT SUBSTITUTION FORM (at Bidder's option) (00 41 07)
- G. Standard Business Terms and Conditions (00 41 08)
- H. Forms A CERTIFICATIONS AND DISCLOSURES **or** Forms B (00 41 09)

BASE BID: THE BIDDER AGREES TO PERFORM ALL WORK FOR THE ABOVE
TRADE, FOR THE SUM OF:

_____ DOLLARS (\$_____)

BIDDING & CONTRACT REQUIREMENTS

Document 00 41 00 – Bid Form

RETURN WITH BID

Note: Any qualifying or conditional statements included on the bid form or attached to the bid form may result in rejection of the bid unless rescinded by the bidder.

- ☐ The bidder requests preference pursuant to the Procurement of Domestic Products Act (PA 93-0954). We certify that all offered goods were/will be manufactured in the United States. We understand that, if awarded a contract based on a preference for US manufactured goods, this certification will become part of the contract, and, if we knowingly supply non-US manufactured goods, we will be subject to penalties that include debarment for 5 years, voiding of the contract, and civil damages.

PRODUCT SUBSTITUTION FORM ATTACHED (00 41 07): ☐

Duration of Bids: The bidders shall hold their bids open for 90 calendar days after the bid opening.

By signing below, the Bidder agrees to perform all work in accordance with the terms and conditions of the bidding documents and enter into and execute a contract with CDB, if awarded, on the basis of this bid for the sum indicated herein:

BIDDER (show Company name and DBA): _____

Signature of authorized representative: _____

Printed Name: _____ FEIN #: _____

Title: _____ Date _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

For Corporations only: Attest By: _____ (Corporate Secretary)

RETURN WITH BID

NAME OF FIRM: _____

CDB FIRM ID NO: _____

FOR VENTILATION WORK

BID FOR: CDB PROJECT NUMBER: 805-030-019

PROJECT TITLE: CONSTRUCT INNOVATION CENTER- ACADEMIC BUILDING

BID TO: State of Illinois, Capital Development Board

THE BIDDER ACKNOWLEDGES THE FOLLOWING ADDENDA: (Failure to acknowledge may cause bid rejection.)

NO.____, DATED _____ NO.____, DATED _____ NO.____, DATED _____

NO.____, DATED _____ NO.____, DATED _____ NO.____, DATED _____

EACH BID SHALL INCLUDE:

- A. BID FORM (00 41 00)
- B. SUBCONTRACTOR/SUPPLIER REQUIREMENTS (00 41 01)
- C. ILLINOIS OFFICE AFFIDAVIT (00 41 02)
- D. DHR PC-2 FORM (00 41 04)
- E. BID SECURITY (00 41 06)
- F. PRODUCT SUBSTITUTION FORM (at Bidder's option) (00 41 07)
- G. Standard Business Terms and Conditions (00 41 08)
- H. Forms A CERTIFICATIONS AND DISCLOSURES **or** Forms B (00 41 09)

BASE BID: THE BIDDER AGREES TO PERFORM ALL WORK FOR THE ABOVE
TRADE, EXCLUSIVE OF ALTERNATE BIDS, FOR THE SUM OF:

_____ DOLLARS (\$_____)

RETURN WITH BID

Note: Any qualifying or conditional statements included on the bid form or attached to the bid form may result in rejection of the bid unless rescinded by the bidder.

- ☐ The bidder requests preference pursuant to the Procurement of Domestic Products Act (PA 93-0954). We certify that all offered goods were/will be manufactured in the United States. We understand that, if awarded a contract based on a preference for US manufactured goods, this certification will become part of the contract, and, if we knowingly supply non-US manufactured goods, we will be subject to penalties that include debarment for 5 years, voiding of the contract, and civil damages.

PRODUCT SUBSTITUTION FORM ATTACHED (00 41 07): ☐

Duration of Bids: The bidders shall hold their bids open for 90 calendar days after the bid opening.

By signing below, the Bidder agrees to perform all work in accordance with the terms and conditions of the bidding documents and enter into and execute a contract with CDB, if awarded, on the basis of this bid for the sum indicated herein:

BIDDER (show Company name and DBA): _____

Signature of authorized representative: _____

Printed Name: _____ FEIN #: _____

Title: _____ Date _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

For Corporations only: Attest By: _____ (Corporate Secretary)

RETURN WITH BID

NAME OF FIRM: _____

CDB FIRM ID NO: _____

FOR ELECTRICAL WORK

BID FOR: CDB PROJECT NUMBER: 805-030-019

PROJECT TITLE: CONSTRUCT INNOVATION CENTER- ACADEMIC BUILDING

BID TO: State of Illinois, Capital Development Board

THE BIDDER ACKNOWLEDGES THE FOLLOWING ADDENDA: (Failure to acknowledge may cause bid rejection.)

NO.____, DATED _____ NO.____, DATED _____ NO.____, DATED _____

NO.____, DATED _____ NO.____, DATED _____ NO.____, DATED _____

EACH BID SHALL INCLUDE:

- A. BID FORM (00 41 00)
- B. SUBCONTRACTOR/SUPPLIER REQUIREMENTS (00 41 01)
- C. ILLINOIS OFFICE AFFIDAVIT (00 41 02)
- D. DHR PC-2 FORM (00 41 04)
- E. BID SECURITY (00 41 06)
- F. PRODUCT SUBSTITUTION FORM (at Bidder's option) (00 41 07)
- G. Standard Business Terms and Conditions (00 41 08)
- H. Forms A CERTIFICATIONS AND DISCLOSURES **or** Forms B (00 41 09)

BASE BID: THE BIDDER AGREES TO PERFORM ALL WORK FOR THE ABOVE
TRADE, EXCLUSIVE OF ALTERNATE BIDS, FOR THE SUM OF:

_____ DOLLARS (\$_____)

RETURN WITH BID

Note: Any qualifying or conditional statements included on the bid form or attached to the bid form may result in rejection of the bid unless rescinded by the bidder.

- ☐ The bidder requests preference pursuant to the Procurement of Domestic Products Act (PA 93-0954). We certify that all offered goods were/will be manufactured in the United States. We understand that, if awarded a contract based on a preference for US manufactured goods, this certification will become part of the contract, and, if we knowingly supply non-US manufactured goods, we will be subject to penalties that include debarment for 5 years, voiding of the contract, and civil damages.

PRODUCT SUBSTITUTION FORM ATTACHED (00 41 07): ☐

Duration of Bids: The bidders shall hold their bids open for 90 calendar days after the bid opening.

By signing below, the Bidder agrees to perform all work in accordance with the terms and conditions of the bidding documents and enter into and execute a contract with CDB, if awarded, on the basis of this bid for the sum indicated herein:

BIDDER (show Company name and DBA): _____

Signature of authorized representative: _____

Printed Name: _____ FEIN #: _____

Title: _____ Date _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

For Corporations only: Attest By: _____ (Corporate Secretary)

BIDDING & CONTRACT REQUIREMENTS

Document 00 41 01 – Subcontractor/Supplier Requirements

RETURN WITH BID

A. Subcontractor/Supplier Requirements

Pursuant to requirements under 30 ILCS 500/20-120(a), the contract shall state whether the services of a subcontractor/supplier will or may be used. Furthermore, the contract shall include names and addresses of all known subcontractors/suppliers with subcontracts with an annual value of more than \$50,000 and the expected amount of money each will receive under the contract. Financial and Conflict of Interest disclosures and standard certifications of each subcontractor/supplier over \$50,000 must be submitted to CDB by the contractor prior to the subcontractor/supplier performance of work.

Please check the applicable option:

The services of a subcontractor/supplier will or may be used: YES ☐ NO ☐

If YES: Then list known subcontractors/suppliers, including firms listed on Document 00 41 05.

	Name & Address of Subcontractor/supplier	Over \$50,000 (Yes/No)	Total Expected Value	CDB Registration No.	TIN (FEIN or SSN)	Trade Performed or Supply Provided	Description / Scope of Work
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

(Use additional sheets if necessary.)

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 02 – Illinois Office Affidavit

RETURN WITH BID

AFFIDAVIT

STATE OF _____

COUNTY OF _____

CDB Project No. 805-030-019

CDB Contract No. _____

Before me this day personally appeared _____, who, being duly sworn, deposes and says:
(Print Name)

Bidder will maintain an Illinois office as the primary place of employment for persons employed in the construction authorized by the contract in accordance with 30 ILCS 500/30-22(8). I am duly authorized to make this affidavit.

Signature

Printed Name

Bidder Name

Address

Illinois Office Location:

_____, Illinois

I, _____, a Notary Public of the County and State aforesaid, hereby certify that _____ personally known to me to be the affiant in the foregoing affidavit, personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct.

Witness my hand and official seal this the _____ day of _____, _____.

(SEAL)

Notary Public

My Commission expires:

____/____/____.

BIDDER'S EMPLOYEE UTILIZATION FORM

Workforce hiring goals listed below are applicable to this contract. The bidder's workforce projection shall include all subcontract work under the contract.

Failure to complete the PC-2 form may result in bid rejection.

CDB's acceptance of the Bidder's PC-2 projection is a condition of contract award. CDB will notify the bidder if the projection is unacceptable. The bidder shall be given the opportunity to negotiate an acceptable projection with the CDB. Failure to reach an acceptable workforce projection may result in rejection of the contract award.

GOALS

The following workforce hiring goals are in effect for each trade. These goals represent a minimum of **total** workforce hours.

Minority / Female Utilization

Percent

Sheetmetal	25%
Equipment operators	12%
Mechanics	20%
Ironworkers/Boilermakers	20%
Carpenters	25%
Acoustical Tilers	20%
Ceramic Tile Setters	15%
Brick Masons/Tuckpointers	15%
Cement Masons	20%
Lathers (Metal/Wood)	15%
Tapers	20%
Plasters	15%
Painters	20%
Glaziers	15%
Roofers	25%
Metal Deck Roofers	15%
Pipefitters	25%
Plumbers	25%
Insulators	20%
Temperature Control	20%
Laborers	33%
Electricians	25%
Fencing, Guard Rails	20%
Landscaping	25%
Truck Drivers	20%
Air Test & Balancing	20%
Sandblast/Waterproofing/Caulkers	15%
Asbestos Workers	30%
Terrazzo	12%
Carpet	15%

INSTRUCTIONS

for

Project: **805-030-019** Phase: **1**

Trade: **General**

Project the total number of employees to be used in the performance of the contract work by your firm and your subcontractors. Include within the projections, separate numbers for Journeyman and Apprentices by the letters "J" and "A".
(See next page)

Contact Person

Firm Name

Address

Address

Telephone Number

Fax Number

Email Address

DHR # _____

DHR Expiration Date: _____

RETURN WITH BID**BIDDING & CONTRACT REQUIREMENTS**

Document 00 41 04-Bid Form-DHR Form PC-2

CDB Project Number**805-030-019**

CDB Contract No.

Contractor I.D.

FOR CDB OFFICE USE ONLYContract/Trade BidFEP TechMonitored/Non-Monitored**General****Jeanifer L Kimbrough****Monitored**

TRADE CATEGORIES	Trade Codes	African American		Hispanic		Native American		Asian		Caucasian		Veteran	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
		J	A	J	A	J	A	J	A	J	A	J	A
Sheet Metal	3												
Equipment Operators	4												
Elevator Mechanics	5												
Ironworker/BoilerMakers	6												
Carpenters	7												
Acoustical Tilers	8												
Ceramic Tilesetters	9												
Brick Mason/Tuckpointers	10												
Cement Masons	11												
Lather - Metal/Wood	12												
Tapers	13												
Plasterers	14												
Painters	15												
Glaziers	16												
Roofers	17												
Metal Deck Roofers	18												
Pipefitter/Sprinkler Fitters	19												
Plumbers	20												
Insulators	21												
Temperature Control	22												
Laborers	23												
Electricians	24												
Fencing/Guard Rails	25												
Landscaping	26												
Well Drilling	27												
Truck Drivers	28												
Air Test & Balancing	29												
SndBlst/Wtrprfng.Caulkers	30												
Asbestos Workers	31												
Terrazzo	32												
Carpet	33												
TOTALS													

NOTE:Bidder's failure to complete DHR Form PC-2 may result in rejection of the bid. Bidder shall set forth a total projection of the total workforce to be allocated for this contract. Approval of the workforce hiring projection is a post-award requirement.

BIDDER'S EMPLOYEE UTILIZATION FORM

No minority or female workforce hiring goals have been established for this contract. However, the bidder agrees to make a good faith effort to employ females and minorities in the various job categories under this contract.

Failure to complete the PC-2 form may result in bid rejection.

CDB's acceptance of the Bidder's PC-2 projection is a condition of contract award. CDB will notify the bidder if the projection is unacceptable. The bidder shall be given the opportunity to negotiate an acceptable projection with the CDB. Failure to reach an acceptable workforce projection may result in rejection of the contract award.

GOALS

The following workforce hiring goals are in effect for each trade. These goals represent a minimum of **total** workforce hours.

Minority / Female Utilization

Percent

Sheetmetal	25%
Equipment operators	12%
Mechanics	20%
Ironworkers/Boilermakers	20%
Carpenters	25%
Acoustical Tilers	20%
Ceramic Tile Setters	15%
Brick Masons/Tuckpointers	15%
Cement Masons	20%
Lathers (Metal/Wood)	15%
Tapers	20%
Plasters	15%
Painters	20%
Glaziers	15%
Roofers	25%
Metal Deck Roofers	15%
Pipefitters	25%
Plumbers	25%
Insulators	20%
Temperature Control	20%
Laborers	33%
Electricians	25%
Fencing, Guard Rails	20%
Landscaping	25%
Truck Drivers	20%
Air Test & Balancing	20%
Sandblast/Waterproofing/Caulkers	15%
Asbestos Workers	30%
Terrazzo	12%
Carpet	15%

INSTRUCTIONS

for

Project: **805-030-019** Phase: **1**

Trade: **Plumbing**

Project the total number of employees to be used in the performance of the contract work by your firm and your subcontractors. Include within the projections, separate numbers for Journeyman and Apprentices by the letters "J" and "A".
(See next page)

Contact Person

Firm Name

Address

Address

Telephone Number

Fax Number

Email Address

DHR # _____

DHR Expiration Date: _____

RETURN WITH BID

CDB Project Number
805-030-019

BIDDING & CONTRACT REQUIREMENTS

Document 00 41 04-Bid Form-DHR Form PC-2

CDB Contract No.

Contractor I.D.

FOR CDB OFFICE USE ONLY

Contract/Trade Bid

FEP Tech

Monitored/Non-Monitored

Plumbing

Jeanifer L Kimbrough

Monitored

TRADE CATEGORIES	Trade Codes	African American		Hispanic		Native American		Asian		Caucasian		Veteran	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
		J	A	J	A	J	A	J	A	J	A	J	A
Sheet Metal	3												
Equipment Operators	4												
Elevator Mechanics	5												
Ironworker/BoilerMakers	6												
Carpenters	7												
Acoustical Tilers	8												
Ceramic Tilesetters	9												
Brick Mason/Tuckpointers	10												
Cement Masons	11												
Lather - Metal/Wood	12												
Tapers	13												
Plasterers	14												
Painters	15												
Glaziers	16												
Roofers	17												
Metal Deck Roofers	18												
Pipefitter/Sprinkler Fitters	19												
Plumbers	20												
Insulators	21												
Temperature Control	22												
Laborers	23												
Electricians	24												
Fencing/Guard Rails	25												
Landscaping	26												
Well Drilling	27												
Truck Drivers	28												
Air Test & Balancing	29												
SndBlst/Wtrprfng.Caulkers	30												
Asbestos Workers	31												
Terrazzo	32												
Carpet	33												
TOTALS													

NOTE:Bidder's failure to complete DHR Form PC-2 may result in rejection of the bid. Bidder shall set forth a total projection of the total workforce to be allocated for this contract. Approval of the workforce hiring projection is a post-award requirement.

BIDDER'S EMPLOYEE UTILIZATION FORM

No minority or female workforce hiring goals have been established for this contract. However, the bidder agrees to make a good faith effort to employ females and minorities in the various job categories under this contract.

Failure to complete the PC-2 form may result in bid rejection.

CDB's acceptance of the Bidder's PC-2 projection is a condition of contract award. CDB will notify the bidder if the projection is unacceptable. The bidder shall be given the opportunity to negotiate an acceptable projection with the CDB. Failure to reach an acceptable workforce projection may result in rejection of the contract award.

GOALS

The following workforce hiring goals are in effect for each trade. These goals represent a minimum of **total** workforce hours.

Minority / Female Utilization

Percent

Sheetmetal	25%
Equipment operators	12%
Mechanics	20%
Ironworkers/Boilermakers	20%
Carpenters	25%
Acoustical Tilers	20%
Ceramic Tile Setters	15%
Brick Masons/Tuckpointers	15%
Cement Masons	20%
Lathers (Metal/Wood)	15%
Tapers	20%
Plasters	15%
Painters	20%
Glaziers	15%
Roofers	25%
Metal Deck Roofers	15%
Pipefitters	25%
Plumbers	25%
Insulators	20%
Temperature Control	20%
Laborers	33%
Electricians	25%
Fencing, Guard Rails	20%
Landscaping	25%
Truck Drivers	20%
Air Test & Balancing	20%
Sandblast/Waterproofing/Caulkers	15%
Asbestos Workers	30%
Terrazzo	12%
Carpet	15%

INSTRUCTIONS

for

Project: **805-030-019** Phase: **1**

Trade: **Heating & Air Conditioning**

Project the total number of employees to be used in the performance of the contract work by your firm and your subcontractors. Include within the projections, separate numbers for Journeyman and Apprentices by the letters "J" and "A".
(See next page)

Contact Person

Firm Name

Address

Address

Telephone Number

Fax Number

Email Address

DHR # _____

DHR Expiration Date: _____

RETURN WITH BID

CDB Project Number
805-030-019

BIDDING & CONTRACT REQUIREMENTS

Document 00 41 04-Bid Form-DHR Form PC-2

CDB Contract No.

Contractor I.D.

FOR CDB OFFICE USE ONLY

Contract/Trade Bid

FEP Tech

Monitored/Non-Monitored

Heating & Air Conditioning

Jeanifer L Kimbrough

Monitored

TRADE CATEGORIES	Trade Codes	African American		Hispanic		Native American		Asian		Caucasian		Veteran	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
		J	A	J	A	J	A	J	A	J	A	J	A
Sheet Metal	3												
Equipment Operators	4												
Elevator Mechanics	5												
Ironworker/BoilerMakers	6												
Carpenters	7												
Acoustical Tilers	8												
Ceramic Tilesetters	9												
Brick Mason/Tuckpointers	10												
Cement Masons	11												
Lather - Metal/Wood	12												
Tapers	13												
Plasterers	14												
Painters	15												
Glaziers	16												
Roofers	17												
Metal Deck Roofers	18												
Pipefitter/Sprinkler Fitters	19												
Plumbers	20												
Insulators	21												
Temperature Control	22												
Laborers	23												
Electricians	24												
Fencing/Guard Rails	25												
Landscaping	26												
Well Drilling	27												
Truck Drivers	28												
Air Test & Balancing	29												
SndBlst/Wtrprfng.Caulkers	30												
Asbestos Workers	31												
Terrazzo	32												
Carpet	33												
TOTALS													

NOTE:Bidder's failure to complete DHR Form PC-2 may result in rejection of the bid. Bidder shall set forth a total projection of the total workforce to be allocated for this contract. Approval of the workforce hiring projection is a post-award requirement.

BIDDER'S EMPLOYEE UTILIZATION FORM

No minority or female workforce hiring goals have been established for this contract. However, the bidder agrees to make a good faith effort to employ females and minorities in the various job categories under this contract.

Failure to complete the PC-2 form may result in bid rejection.

CDB's acceptance of the Bidder's PC-2 projection is a condition of contract award. CDB will notify the bidder if the projection is unacceptable. The bidder shall be given the opportunity to negotiate an acceptable projection with the CDB. Failure to reach an acceptable workforce projection may result in rejection of the contract award.

GOALS

The following workforce hiring goals are in effect for each trade. These goals represent a minimum of **total** workforce hours.

Minority / Female Utilization

Percent

Sheetmetal	25%
Equipment operators	12%
Mechanics	20%
Ironworkers/Boilermakers	20%
Carpenters	25%
Acoustical Tilers	20%
Ceramic Tile Setters	15%
Brick Masons/Tuckpointers	15%
Cement Masons	20%
Lathers (Metal/Wood)	15%
Tapers	20%
Plasters	15%
Painters	20%
Glaziers	15%
Roofers	25%
Metal Deck Roofers	15%
Pipefitters	25%
Plumbers	25%
Insulators	20%
Temperature Control	20%
Laborers	33%
Electricians	25%
Fencing, Guard Rails	20%
Landscaping	25%
Truck Drivers	20%
Air Test & Balancing	20%
Sandblast/Waterproofing/Caulkers	15%
Asbestos Workers	30%
Terrazzo	12%
Carpet	15%

INSTRUCTIONS

for

Project: **805-030-019** Phase: **1**

Trade: **Ventilating**

Project the total number of employees to be used in the performance of the contract work by your firm and your subcontractors. Include within the projections, separate numbers for Journeyman and Apprentices by the letters "J" and "A".
(See next page)

Contact Person

Firm Name

Address

Address

Telephone Number

Fax Number

Email Address

DHR # _____

DHR Expiration Date: _____

RETURN WITH BID

CDB Project Number
805-030-019

BIDDING & CONTRACT REQUIREMENTS

Document 00 41 04-Bid Form-DHR Form PC-2

CDB Contract No.

Contractor I.D.

FOR CDB OFFICE USE ONLY

Contract/Trade Bid

FEP Tech

Monitored/Non-Monitored

Ventilating

Jeanifer L Kimbrough

Monitored

TRADE CATEGORIES	Trade Codes	African American		Hispanic		Native American		Asian		Caucasian		Veteran	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
		J	A	J	A	J	A	J	A	J	A	J	A
Sheet Metal	3												
Equipment Operators	4												
Elevator Mechanics	5												
Ironworker/BoilerMakers	6												
Carpenters	7												
Acoustical Tilers	8												
Ceramic Tilesetters	9												
Brick Mason/Tuckpointers	10												
Cement Masons	11												
Lather - Metal/Wood	12												
Tapers	13												
Plasterers	14												
Painters	15												
Glaziers	16												
Roofers	17												
Metal Deck Roofers	18												
Pipefitter/Sprinkler Fitters	19												
Plumbers	20												
Insulators	21												
Temperature Control	22												
Laborers	23												
Electricians	24												
Fencing/Guard Rails	25												
Landscaping	26												
Well Drilling	27												
Truck Drivers	28												
Air Test & Balancing	29												
SndBlst/Wtrprfng.Caulkers	30												
Asbestos Workers	31												
Terrazzo	32												
Carpet	33												
TOTALS													

NOTE:Bidder's failure to complete DHR Form PC-2 may result in rejection of the bid. Bidder shall set forth a total projection of the total workforce to be allocated for this contract. Approval of the workforce hiring projection is a post-award requirement.

BIDDER'S EMPLOYEE UTILIZATION FORM

No minority or female workforce hiring goals have been established for this contract. However, the bidder agrees to make a good faith effort to employ females and minorities in the various job categories under this contract.

Failure to complete the PC-2 form may result in bid rejection.

CDB's acceptance of the Bidder's PC-2 projection is a condition of contract award. CDB will notify the bidder if the projection is unacceptable. The bidder shall be given the opportunity to negotiate an acceptable projection with the CDB. Failure to reach an acceptable workforce projection may result in rejection of the contract award.

GOALS

The following workforce hiring goals are in effect for each trade. These goals represent a minimum of **total** workforce hours.

Minority / Female Utilization

Percent

Sheetmetal	25%
Equipment operators	12%
Mechanics	20%
Ironworkers/Boilermakers	20%
Carpenters	25%
Acoustical Tilers	20%
Ceramic Tile Setters	15%
Brick Masons/Tuckpointers	15%
Cement Masons	20%
Lathers (Metal/Wood)	15%
Tapers	20%
Plasters	15%
Painters	20%
Glaziers	15%
Roofers	25%
Metal Deck Roofers	15%
Pipefitters	25%
Plumbers	25%
Insulators	20%
Temperature Control	20%
Laborers	33%
Electricians	25%
Fencing, Guard Rails	20%
Landscaping	25%
Truck Drivers	20%
Air Test & Balancing	20%
Sandblast/Waterproofing/Caulkers	15%
Asbestos Workers	30%
Terrazzo	12%
Carpet	15%

INSTRUCTIONS

for

Project: **805-030-019** Phase: **1**

Trade: **Electrical**

Project the total number of employees to be used in the performance of the contract work by your firm and your subcontractors. Include within the projections, separate numbers for Journeyman and Apprentices by the letters "J" and "A".
(See next page)

Contact Person

Firm Name

Address

Address

Telephone Number

Fax Number

Email Address

DHR # _____

DHR Expiration Date: _____

RETURN WITH BID**BIDDING & CONTRACT REQUIREMENTS**

Document 00 41 04-Bid Form-DHR Form PC-2

CDB Project Number**805-030-019**

CDB Contract No.

Contractor I.D.

FOR CDB OFFICE USE ONLYContract/Trade BidFEP TechMonitored/Non-Monitored**Electrical****Jeanifer L Kimbrough****Monitored**

TRADE CATEGORIES	Trade Codes	African American		Hispanic		Native American		Asian		Caucasian		Veteran	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
		J	A	J	A	J	A	J	A	J	A	J	A
Sheet Metal	3												
Equipment Operators	4												
Elevator Mechanics	5												
Ironworker/BoilerMakers	6												
Carpenters	7												
Acoustical Tilers	8												
Ceramic Tilesetters	9												
Brick Mason/Tuckpointers	10												
Cement Masons	11												
Lather - Metal/Wood	12												
Tapers	13												
Plasterers	14												
Painters	15												
Glaziers	16												
Roofers	17												
Metal Deck Roofers	18												
Pipefitter/Sprinkler Fitters	19												
Plumbers	20												
Insulators	21												
Temperature Control	22												
Laborers	23												
Electricians	24												
Fencing/Guard Rails	25												
Landscaping	26												
Well Drilling	27												
Truck Drivers	28												
Air Test & Balancing	29												
SndBlst/Wtrprfng.Caulkers	30												
Asbestos Workers	31												
Terrazzo	32												
Carpet	33												
TOTALS													

NOTE:Bidder's failure to complete DHR Form PC-2 may result in rejection of the bid. Bidder shall set forth a total projection of the total workforce to be allocated for this contract. Approval of the workforce hiring projection is a post-award requirement.

BIDDING & CONTRACT REQUIREMENTS

Document 00 41 05 – Minority/Female/Veterans Business Enterprise Program Requirements

RETURN WITH BID

Name of Bidder: _____

CDB PROJECT NO. 805-030-019

GENERAL CONTRACT REQUIREMENTS FOR MINORITY/FEMALE/VETERANS BUSINESS PARTICIPATION

- A. This project has goals for participation by minority and female owned businesses as first and second tier (level) subcontractors or suppliers in accord with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act.

GOALS: The MBE/FBE goal for this contract is 10% percent MBE, and 5% percent FBE of the amount of the contract awarded by CDB.

- B. This project has goals for participation by veteran owned businesses as first and second tier (level) subcontractors or suppliers in accord with 30 ILCS 500/45-57.

GOALS: The VBE goal for this contract is 3% percent of the amount of the contract awarded by CDB.

- C. The contract award is defined as a Base Bid plus an or all alternates. Only MBE/FBE/VBE firms certified or registered with the Illinois Department of Central Management Services are acceptable. NOTE: MBE/FBE/VBE goals are in addition to those specified for workforce projections (DHR Form PC-2 Form).

INSTRUCTIONS: When Goals are established, the Bidder shall include below the names of certified minority/female/veteran owned business enterprises which will perform at least the percentage of the work specified in the Goals statement (see above) and the proposed dollar value of subcontract (percentage values are not acceptable). If the Bidder needs assistance in identifying subcontractors or suppliers, contact CDB's FEP Unit prior to submitting the bid and assistance will be provided in accordance with the MBE/FBE/VBE requirements in the Standard Documents for Construction. Efforts to comply with these requirements will be considered in evaluating whether the bid is responsive. If the percentage of the work is less than the specified goals, bidder is required to submit within 7 (seven) calendar days after the bid opening written evidence of its good faith efforts to achieve the goals.

- ❖ **Firms cannot be identified after the bid opening.**
- ❖ **Failure to identify firms will result in rejection of bid.**
- ❖ **Firms shall be certified or registered with CMS as an MBE/FBE/VBE prior to bid opening.**
- ❖ **Firms can only be used to satisfy one goal, MBE, FBE, or VBE – not multiple goals.**
- ❖ **See the 2009 Standard Documents for Construction Supplement 00 43 09 .10 - MBE/FBE supplier participation of regular dealers.**

BIDDER'S MBE/FBE/VBE SUBCONTRACTOR/SUPPLIER FIRMS, INCLUDING ADDRESS AND TELEPHONE NUMBER, TO BE UTILIZED IN REGARD TO THIS CONTRACT (Include base bid below and each alternate on next page(s)).

(Attach additional sheet if necessary)

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 05 – Minority/Female/Veterans Business Enterprise Program Requirements

RETURN WITH BID

Name of Bidder: _____

CDB PROJECT NO. 805-030-019

BASE BID:

	Name of MBE/FBE/VBE Firm Address City State Zip	Proposed \$ Value of Subcontract	Telephone Number	MBE/FBE/VBE Designation And Certifying Agency	Trade Performed or Supply Provided	Description / Scope of Work		CDB Use Only CMS Expiration Date	
1.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS					
2.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS					
3.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS					
4.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS					
5.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS					
6.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS					
7.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS					
8.				<input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> VBE <input type="checkbox"/> Certified by CMS					

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 06 – Bid Bond

RETURN WITH BID

Name of Bidder: _____

CDB PROJECT NO. 805-030-019

The Bidder represents to CDB that, to the best of its knowledge and belief:

1. Each of the subcontractors and suppliers listed is certified by Central Management Services under the provisions and definitions of the Minority/Female/Veterans Business Enterprise Program Acts as a minority, female or veteran owned business.
2. The subcontract(s) which will be executed by the Bidder for the first level subcontractors and suppliers if the bidder is awarded this contract by CDB will meet or exceed the specified MBE/FBE goals, and will comply with all provisions of the Minority/Female Business Enterprise Program Act.
3. The subcontract(s) which will be executed by the Bidder for the first level subcontractors and suppliers if the bidder is awarded this contract by CDB will meet or exceed the specified VBE goals, and will comply with all provisions of 30 ILCS 500/45/57.

Bidder agrees to the contractual requirements specified in CDB's Standard Documents for Construction in regard to the Minority/Female/Veterans Business Enterprise Program Acts.

Signature, Title

Date

SIGNATURE IS REQUIRED

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 06 – Bid Bond

RETURN WITH BID

State of Illinois
CAPITAL DEVELOPMENT BOARD

as Principal, and _____
a corporation of the State of _____
as Surety, are held and firmly bound unto the State of Illinois, acting by and through the Capital Development Board, as Obligee, in the amount of ten percent (10%) of the amount of the base bid for the payment of which Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, to this agreement.

Principal has submitted to Obligee a bid to enter into a written contract, for

CDB Project Number: 805-030-019 Division of Work: _____
in accordance with bidding documents for the project, which contract is by reference made a part hereof and is hereinafter referred to as "the Contract".

THE CONDITION OF THIS OBLIGATION is that if Principal, upon acceptance by Obligee of its bid within the period of time specified for acceptance, shall comply with all post award requirements as required by the terms of the bid within the time specified after date of the Notice of Award, or in the event of the failure to comply with all post award requirements, if Principal shall pay Obligee (1) for all costs of procuring the work which exceeds the amount of its bid, or (2) shall pay Obligee the amount of this bond as liquidated damages in the event Principal is a sole bidder and after an attempt to secure other bids by readvertising none can be obtained, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Surety hereby agrees that its obligation shall not be impaired by any extensions of time for Obligee's acceptance or compliance with post award requirements. Surety hereby waives notice of such extensions.

Signed and sealed this _____ day of _____, 20__.

CONTRACTOR

SURETY

BY _____
SIGNATURE

BY _____
OFFICER OF THE SURETY

Title _____ Title _____
ATTEST: _____

CORPORATE SECRETARY (Corporations only)

JURAT (Notary's Statement Authenticating Signature)

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public in and for said county, do hereby certify that
(Insert Name of Attorney-In-Fact for SURETY)
who is personally known to me to be the same person whose name is subscribed to the foregoing instrument on behalf of SURETY, appeared before me this day in person and acknowledged respectively, that he/she signed, sealed, and delivered said instrument as his/her free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ DAY OF _____ A.D. 20 __

My commission expires _____

Notary Signature _____

PAGE INTENTIONALLY LEFT BLANK

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 07 – Product Substitution Form

RETURN WITH BID

The Bidder should include this form with the Bid Forms if a material substitution is offered at that time. See Article 00 43 25 of the Standard Documents for Construction.

The Base Bid and Alternate Bids include only those products specified in the bidding documents. Following is a list of substitute products which bidder proposes to furnish on this project, with the difference in price being deducted from the Base Bid or Alternate Bids.

NOTE: CDB WILL NOT ACCEPT SUBSTITUTIONS FOR SPECIFIED MEMBRANE ROOF SYSTEM(S).

Bidder understands that acceptance of any proposed substitution is at CDB's option. Approval or rejection of any substitutions listed below will be indicated prior to executing the Contract.

MANUFACTURER'S NAME AND PRODUCT

DEDUCT

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

EVALUATION. Contract award will be made in accord with the Standard Documents for Construction. Only the lowest responsible bidder's Proposed Product Substitution Form will be evaluated.

BIDDER'S NAME: _____

TRADE: _____

RETURN WITH BID

State Required Ethical Standards Governing Contract Procurement:

Article 50 of the Illinois Procurement Code establishes the duty of all State chief procurement officers, State purchasing officers, and their designees to maximize the value of the expenditure of public moneys in procuring goods, services, and contracts for the State of Illinois and to act in a manner that maintains the integrity and public trust of State government. In discharging this duty, they are charged by law to use all available information, reasonable efforts, and reasonable actions to protect, safeguard, and maintain the procurement process of the State of Illinois.

In order to comply with the provisions of Article 50 and to carry out the duty established therein, all bidders are to adhere to ethical standards established for the procurement process, and to make such assurances, disclosures and certifications required by law. The bidder indicates that each certification is made and understood, and that each disclosure requirement has been understood and completed.

In addition to all other remedies provided by law, failure to comply with any assurance, failure to make any disclosure or the making of a false certification shall be grounds for the chief procurement officer to void the contract, or subcontract, and may result in the suspension or debarment of the bidder or subcontractor.

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all subcontracts.

THE BIDDER MAKES THE FOLLOWING REPRESENTATIONS:

- A. The Bidder certifies that it is aware of the requirements of Public Act 95-635, 820 ILCS 265, and that, if awarded a contract, it is or will be in full compliance with the law prior to beginning work, including the requirement to file with CDB a written substance abuse plan which meets or exceeds the requirements of the Act.
- B. The Bidder certifies that it is aware of the requirements of Public Act 97-0590 which was effective August 26, 2011. This Public Act requires a fee of \$15 to cover expenses related to the administration of the Minority Contractor Opportunity Initiative. Any Vendor awarded a contract of \$1,000 or more from this solicitation is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund.
- C. Apprenticeship and Training Certification
In accordance with the provisions of Section 30-22 (6) of the Illinois Procurement Code, the bidder certifies that it is a participant, either as an individual or as part of a group program, in the approved apprenticeship and training programs applicable to each type of work or craft that the bidder will perform with its own forces. The bidder further certifies for work that will be performed by subcontract that each of its subcontractors either (a) is, at the time of such bid, participating in an approved, applicable apprenticeship and training program; or (b) will, prior to commencement of performance of work pursuant to this contract, begin participation in an approved apprenticeship and training program applicable to the work of the subcontract.

The bidder shall include with this bid package the official Certificate of Registration or a verification letter from the US Department of Labor (USDOL) certified group program sponsor for the USDOL certified apprenticeship and training program of which the bidder is a member for each of the types of work or crafts that will be performed with the bidder's forces and for each of the types of work or crafts that will be performed by the subcontractor(s) (if the subcontractor is participating in an approved program at the time of bid).

RETURN WITH BID

D. STANDARD BUSINESS TERMS AND CONDITIONS

1. **AVAILABILITY OF APPROPRIATION (30 ILCS 500/20-60):** This contract is contingent upon and subject to the availability of funds. The State, at its sole option, may terminate or suspend this contract, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason, (2) the Governor decreases the Department's funding by reserving some or all of the Department's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) the Department determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. Contractor will be notified in writing of the failure of appropriation or of a reduction or decrease.
2. **AUDIT/RETENTION OF RECORDS (30 ILCS 500/20-65):** Vendor and its subcontractors shall maintain books and records relating to the performance of the contract or subcontract and necessary to support amounts charged to the State under the contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of three years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor for a period of three years from the later of final payment under the term or completion of the subcontract. If federal funds are used to pay contract costs, the Vendor and its subcontractors must retain its records for five years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's books and records.
3. **TIME IS OF THE ESSENCE:** Time is of the essence with respect to Vendor's performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning the contract is being resolved unless otherwise directed by the State.
4. **NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.
5. **FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the contract without penalty if performance does not resume within 30 days of the declaration.
6. **CONFIDENTIAL INFORMATION:** Each Party, including its agents and subcontractors, to this contract may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall presume all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of the contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of the contract or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of the contract, in whatever form it is maintained, promptly at the end of the contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third-party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 08 – Standard Business Terms and Conditions

RETURN WITH BID

confidentiality obligation by the receiving Party; or is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

7. **USE AND OWNERSHIP:** All work performed or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work-for-hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to confidentiality provisions of this contract.
8. **INDEPENDENT CONTRACTOR:** Vendor shall act as an independent contractor and not an agent or employee of, or joint venturer with the State. All payments by the State shall be made on that basis.
9. **SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency's director if Vendor solicits or intends to solicit State employees to perform any work under this contract.
10. **COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders, federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.
11. **BACKGROUND CHECK:** Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor's and subcontractors officers, employees or agents. Vendor or subcontractor shall reassign immediately any such individual who, in the opinion of the State, does not pass the background checks.
12. **APPLICABLE LAW:** This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois. The Department of Human Rights' Equal Opportunity requirements (44 Ill. Adm. Code 750) are incorporated by reference. Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1). The State shall not enter into binding arbitration to resolve any contract dispute. The State of Illinois does not waive sovereign immunity by entering into this contract. The official text of cited statutes is incorporated by reference (An unofficial version can be viewed at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>). In compliance with the Illinois and federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the federal Rehabilitation Act and other applicable laws and rules the State does not unlawfully discriminate in employment, contracts, or any other activity.
13. **ANTI-TRUST ASSIGNMENT:** If Vendor does not pursue any claim or cause of action it has arising under federal or state antitrust laws relating to the subject matter of the contract, then upon request of the Illinois Attorney General, Vendor shall assign to the State rights, title and interest in and to the claim or cause of action.
14. **CONTRACTUAL AUTHORITY:** The Agency that signs for the State of Illinois shall be the only State entity responsible for performance and payment under the contract. When the Chief Procurement Officer or authorized designee signs in addition to an Agency, they do so as approving officer and shall have no liability to Vendor. When the Chief Procurement officer or authorized designee signs a master contract on behalf of State agencies, only the Agency that places an order with the Vendor shall have any liability to Vendor for that order.

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 08 – Standard Business Terms and Conditions

RETURN WITH BID

15. **NOTICES:** Notices and other communications provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by courier (UPS, Federal Express or other similar and reliable carrier), by e-mail, or by fax showing the date and time of successful receipt. Notices shall be sent to the individuals who signed the contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change the contact information.
16. **MODIFICATIONS AND SURVIVAL:** Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Vendor's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.
17. **PERFORMANCE RECORD / SUSPENSION:** Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of the contract. The State may consider Vendor's performance under this contract and compliance with law and rule to determine whether to continue the contract, suspend Vendor from doing future business with the State for a specified period of time, or to determine whether Vendor can be considered responsible on specific future contract opportunities.
18. **FREEDOM OF INFORMATION ACT:** This contract and all related public records maintained by, provided to or required to be provided to the State are subject to the Illinois Freedom of Information Act notwithstanding any provision to the contrary that may be found in this contract.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Phone Number: _____

Email Address: _____

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures
RETURN WITH BID
FORMS A

Effective July 1, 2014 – BIDDERS NOW HAVE TWO OPTIONS FOR PROVIDING THE REQUIRED CERTIFICATIONS AND DISCLOSURES:

- 1. FORMS A –THE STANDARD PAPER METHOD OF REQUIRED DOCUMENTS AND INFORMATION.**
- 2. FORMS B AND AN ILLINOIS PROCUREMENT GATEWAY (IPG) REGISTRATION NUMBER WHICH ALLOWS FOR REDUCED DOCUMENTATION WHEN USING AN APPROVED IPG REGISTRATION NUMBER.**

The Illinois Procurement Gateway is located at <https://ipg.vendorreg.com>.

The IPG is a web based system that serves as the primary location for entering, organizing, and reviewing vendor information. The IPG allows vendors to provide disclosures, registrations, and other documentation needed to do business with a State agency or university in advance of any particular procurement, thereby reducing the number of documents needed to be submitted with a bid.

The State reviews information submitted through the IPG to register vendors in advance of submitting bids and offers for contracts. Upon satisfactory registration, vendors receive a registration number that may be used when submitting the required forms. Reviews may exceed two weeks when information submitted is incomplete or inaccurate.

PLEASE SELECT ONE:

☐ I am submitting this bid using the Forms A Option.

OR

☐ I am submitting this bid using the Forms B Option.

My approved IPG registration is:

Firm Name

Illinois Procurement Gateway Registration Number

FORMS A

***This Forms A section shall be used if you are not using IPG (Illinois Procurement Gateway) Registration #.**

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures
RETURN WITH BID

A vendor responding to a solicitation by the State of Illinois must return the information requested within this section with their bid or offer if they are not registered in the Illinois Procurement Gateway (IPG). Failure to do so may render their bid or offer non-responsive and result in disqualification.

Please read this entire Forms A and provide the requested information as applicable and per the instructions. All forms and signature areas contained in this Forms A must be completed in full and submitted along with the bid in an Invitation for Bid; and completed in full and submitted along with the technical response and price proposal, which combined will constitute the Offer, in a Request for Proposal.

Vendor Name: Click here to enter text.	Phone: Click here to enter text.
Street Address: Click here to enter text.	Email: Click here to enter text.
City, State Zip: Click here to enter text.	Vendor Contact: Click here to enter text.

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures
RETURN WITH BID
OUTLINE

FORMS A

Complete this section if you are not using an IPG (Illinois Procurement Gateway) Registration #

	Part
Business and Directory Information	1.
Illinois Department of Human Rights Public Contracts Number	2.
Authorized to Do Business in Illinois	3.
Standard Certifications.....	4.
State Board of Elections.....	5.
Disclosure of Business Operations in Iran.....	6.
Financial Disclosures and Conflicts of Interest	7.
Taxpayer Identification Number	8.

RETURN WITH BID

STATE OF ILLINOIS

BUSINESS AND DIRECTORY INFORMATION

- 1.1. Name of Business (official name and DBA)
[Click here to enter text.](#)
- 1.2. Business Headquarters (address, phone and fax)
[Click here to enter text.](#)
[Click here to enter text.](#)
[Click here to enter text.](#)
- 1.3. If a Division or Subsidiary of another organization provide the name and address of the parent
[Click here to enter text.](#)
- 1.4. Billing Address
[Click here to enter text.](#)
[Click here to enter text.](#)
- 1.5. Name of Chief Executive Officer
[Click here to enter text.](#)
- 1.6. Company Web Site Address
[Click here to enter text.](#)
- 1.7. Type of Organization (sole proprietor, corporation, etc.--should be same as on Taxpayer ID form below)
[Click here to enter text.](#)
- 1.8. Length of time in business
[Click here to enter text.](#)
- 1.9. Annual Sales for Offeror's most recently completed fiscal year
[Click here to enter text.](#)
- 1.10. Show number of full-time employees, on average, during the most recent fiscal year
[Click here to enter text.](#)
- 1.11. Is your company at least 51% owned and controlled by individuals in one of the following categories? If "Yes," please check the category that applies:
- | | |
|---|------------------------------|
| 1.11.1. Minority (30 ILCS 575/2(A)(1) & (3)) | <input type="checkbox"/> Yes |
| 1.11.2. Female (30 ILCS 575/2(A)(2) & (4)) | <input type="checkbox"/> Yes |
| 1.11.3. Person with Disability (30 ILCS 575/2(A)(2.05) & (2.1)) | <input type="checkbox"/> Yes |
| 1.11.4. Disadvantaged (49 CFR 26) | <input type="checkbox"/> Yes |
| 1.11.5. Veteran (30 ILCS 500/45-57) | <input type="checkbox"/> Yes |

RETURN WITH BID

STATE OF ILLINOIS

ILLINOIS DEPARTMENT OF HUMAN RIGHTS PUBLIC CONTRACT NUMBER

- 2.1. If Offeror employed fifteen or more full-time employees at the time of submission of their response to this solicitation or any time during the previous 365-day period leading up to submission, it must have a current IDHR Public Contract Number or have proof of having submitted a completed application for one **prior** to the solicitation opening date. 775 ILCS 5/2-101. If the Agency/University cannot confirm compliance, it will not be able to consider a Vendor's bid or offer. Please complete the appropriate sections below:

Name of Company (and DBA): [Click here to enter text..](#)

☐ (check if applicable) The number is not required as the company has not met or exceeded the number of employees that makes registration necessary under the requirements of the Human Rights Act described above.

IDHR Public Contracts Number: [Click here to enter text.](#) Expiration Date: [Click here to enter text..](#)

- 2.2. If number has not yet been issued, provide the date a completed application for the number was submitted to IDHR: [Click here to enter text..](#)
- 2.3. Upon expiration and until their Contractor Identification Number is renewed, companies will not be eligible to be awarded contracts by the State of Illinois or other jurisdictions that require a current IDHR number as a condition of contract eligibility. 44 ILL. ADM. CODE 750.210(a).
- 2.4. Numbers issued by the Department of Human Rights (or its predecessor agency, the Illinois Fair Employment Practices Commission) prior to July 1, 1998 are no longer valid. This affects numbers below 89999-00-0. Valid numbers begin with 900000-00-0.
- 2.5. If Offeror's organization holds an expired number, it must re-register with the Department of Human Rights.
- 2.6. Offeror may obtain an application form by:
- 2.6.1. Telephone: Call the IDHR Public Contracts Unit at (312) 814-2431 between Monday and Friday, 8:30 AM - 5:00 PM, CST. (TDD (312) 263-1579).
- 2.6.2. Internet: You may download the form from the Department of Human Rights' website at (<http://www2.illinois.gov/dhr/PublicContracts/Pages/default.aspx>).
- 2.6.3. Mail: Write to the Department of Human Rights, Public Contracts Unit, 100 West Randolph Street, Suite 10-100, Chicago, IL 60601.

RETURN WITH BID



STATE OF ILLINOIS

AUTHORIZED TO TRANSACT BUSINESS OR CONDUCT AFFAIRS IN ILLINOIS

3. A person, other than an individual acting as a sole proprietor, must be a duly constituted legal entity and authorized to transact business or conduct affairs in Illinois prior to submitting an offer. 30 ILCS 500/20-43. Offerors must review and complete certification #4.32 in the Standard Certifications found in Forms A, Part 4. Certification #4.32 requires Vendor to check one of the four boxes representing its status. Two of the four options require that the Vendor attach to the Standard Certifications (Forms A, Part 4) a detailed explanation of the legal basis for its status claim. The State may request evidence from a vendor that certifies it is authorized to do business in Illinois proving such authorization. Failure to produce evidence in a timely manner may be considered grounds for determining Vendor non-responsive or not responsible.

For information on registering to transact business or conduct affairs in Illinois, please visit the Illinois Secretary of State's Department of Business Services at their website at (http://cyberdriveillinois.com/departments/business_services/home.html) or your home county clerk.

**EVIDENCE OF BEING AUTHORIZED TO TRANSACT BUSINESS OR CONDUCT AFFAIRS IS THE SECRETARY
OF STATE'S CERTIFICATE OF GOOD STANDING**

File Number 776-383-1	
	
<i>To all to whom these Presents Shall Come, Greeting:</i>	
<i>I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that</i>	
<small>XYZ CONSULTING, INC. INCORPORATED IN GEORGIA AND LICENSED TO TRANSACT BUSINESS IN THIS STATE ON JANUARY 20, 2011, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE RELATING TO THE PAYMENT OF FRANCHISE TAXES AND AS OF THIS DATE IS A FOREIGN CORPORATION IN GOOD STANDING AND AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF ILLINOIS.</small>	
 <small>NOTARY PUBLIC & SECRETARY OF STATE APPOINTED BY THE PEOPLE OF THE STATE OF ILLINOIS</small>	<i>In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 7TH day of JUNE A.D. 2011 .</i> <i>Jesse White</i> <small>SECRETARY OF STATE</small>

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures
RETURN WITH BID
STATE OF ILLINOIS
STANDARD CERTIFICATIONS

Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of the contract and any renewals is a material requirement and condition of this contract. By executing this contract Vendor certifies compliance with this subsection in its entirety, and is under a continuing obligation to remain in compliance and report any non-compliance.

This subsection, in its entirety, applies to subcontractors used on this contract. Vendor shall include these Standard Certifications in any subcontract used in the performance of the contract using the Standard Certification form provided by the State.

If this contract extends over multiple fiscal years, including the initial term and all renewals, Vendor and its subcontractors shall confirm compliance with this section in the manner and format determined by the State by the date specified by the State and in no event later than July 1 of each year that this contract remains in effect.

If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections.

4.1. As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:

- the contract may be void by operation of law,
- the State may void the contract, and
- the Vendor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

4.2. Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.

4.3. Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3.

4.4. Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies it he/she has not received (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133.

4.5. Vendor certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal. 30 ILCS 500/1-15.80, 20-43.

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

RETURN WITH BID

STATE OF ILLINOIS

STANDARD CERTIFICATIONS

- 4.6. To the extent there was a current Vendor providing the services covered by this contract and the employees of that Vendor who provided those services are covered by a collective bargaining agreement, Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer; and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit who perform substantially similar work to the work that will be performed pursuant to this contract. This does not apply to heating, air conditioning, plumbing and electrical service contracts. 30 ILCS 500/25-80.
- 4.7. Vendor certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.
- 4.8. If Vendor has been convicted of a felony, Vendor certifies at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business. 30 ILCS 500/50-10.
- 4.9. If Vendor or any officer, director, partner, or other managerial agent of Vendor has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Vendor certifies at least five years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the State shall declare the contract void if this certification is false. 30 ILCS 500/50-10.5.
- 4.10. Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), *amended* by Pub. Act No. 97-0895 (August 3, 2012).
- 4.11. Vendor certifies that it and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and Vendor and its affiliates acknowledge the State may declare the contract void if this certification is false or if Vendor or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt. 30 ILCS 500/50-11, 50-60.
- 4.12. Vendor certifies that it and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act and acknowledges that failure to comply may result in the contract being declared void. 30 ILCS 500/50-12.
- 4.13. Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years, and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

RETURN WITH BID

STATE OF ILLINOIS

STANDARD CERTIFICATIONS

- 4.14. Vendor certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract. 30 ILCS 500/50-25.
- 4.15. Vendor certifies it is not in violation of the “Revolving Door” provisions of the Illinois Procurement Code. 30 ILCS 500/50-30.
- 4.16. Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.
- 4.17. Vendor certifies that if it has hired a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist’s costs, fees, compensation, reimbursements, or other remuneration were billed to the State. 30 ILCS 500\50-38.
- 4.18. Vendor certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers, or employees of the State. 30 ILCS 500/50-40, 50-45, 50-50.
- 4.19. Vendor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency/University grants an exception. 30 ILCS 565.
- 4.20. Drug Free Workplace
- 4.20.1. If Vendor employs 25 or more employees and this contract is worth more than \$5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
- 4.20.2. If Vendor is an individual and this contract is worth more than \$5000, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.
- 4.21. Vendor certifies that neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the United States. Department of Commerce. 30 ILCS 582.
- 4.22. Vendor certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States. 720 ILCS 5/33 E-3, E-4.
- 4.23. Vendor certifies it complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.
- 4.24. Vendor certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any “discriminatory club.” 775 ILCS 25/2.

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

RETURN WITH BID

STATE OF ILLINOIS

STANDARD CERTIFICATIONS

- 4.25. Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor or indentured labor under penal sanction. 30 ILCS 583.
- 4.26. Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12. 30 ILCS 584.
- 4.27. Vendor certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45.
- 4.28. Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.
- 4.29. Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at (www.dhs.state.il.us/iitaa) 30 ILCS 587.
- 4.30. Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. Vendor will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:

☐ Vendor is not required to register as a business entity with the State Board of Elections.

or

☐ Vendor has registered with the State Board of Elections. As a registered business entity, Vendor acknowledges a continuing duty to update the registration as required by the Act.

- 4.31. Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in the United States. 30 ILCS 517.
- 4.32. A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity and authorized to transact business or conduct affairs in Illinois prior to submitting a bid or offer. 30 ILCS 500/20-43. If you do not meet these criteria, then your bid or offer will be disqualified.

Vendor must make one of the following four certifications by checking the appropriate box. If C or D is checked, then Vendor must attach to this form the requested documentation.

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

RETURN WITH BID

STATE OF ILLINOIS

STANDARD CERTIFICATIONS

- A. ☐ Vendor certifies it is an individual acting as a sole proprietor and is therefore not subject to the requirements of section 20-43 of the Procurement Code.
- B. ☐ Vendor certifies that it is a legal entity, and was authorized to transact business or conduct affairs in Illinois as of the date for submitting this bid or offer. The State may require Vendor to provide evidence of compliance before award.
- C. ☐ Vendor certifies it is a legal entity, and is a foreign corporation performing activities that do not constitute transacting business in Illinois as defined by Illinois Business Corporations Act (805 ILCS 5/13.75). A vendor claiming exemption under the Act must include a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.
- D. ☐ Vendor certifies it is a legal entity, and is an entity otherwise recognized under Illinois law as eligible for a specific form of exemption similar to those found in the Illinois Business Corporation Act (805 ILCS 5/13.75). A vendor claiming exemption under a specific law must provide a detailed explanation of the legal basis for the claim with its bid or offer and must provide additional detail upon request. If Vendor fails to provide the mandatory documentation with the bid or offer, or does not provide additional detail upon request within the timeframe specified in said request, then the State may deem the Vendor as being non-responsive or not responsible and may disqualify the Vendor.

4.33. Vendor certifies that, for the duration of this contract it will:

- post its employment vacancies in Illinois and border states on the Department of Employment Security's IllinoisJobLink.com website or its successor system; or
- will provide an online link to these employment vacancies so that this link is accessible through the IllinoisJobLink.com website or its successor system; or
- is exempt from 20 ILCS 1005/1005-47 because the contract is for construction-related services as that term is defined in section 1-15.20 of the Procurement Code; or the contract is for construction and vendor is a party to a contract with a bona fide labor organization and performs construction. (20 ILCS 1005/1005-47).

RETURN WITH BID

STATE OF ILLINOIS

DISCLOSURE OF BUSINESS OPERATIONS WITH IRAN

5. Section 50-37 of the Illinois Procurement Code prohibits political contributions of certain vendors, bidders and offerors. Additionally, section 9-35 of the Illinois Election Code governs provisions relating to reporting and making contributions to state officeholders, declared candidates for State offices and covered political organizations that promote the candidacy of an officeholder or declared candidate for office. The State may declare any resultant contract void if these Acts are violated.

Generally, if a vendor, bidder, or offeror is an entity doing business for profit (i.e. sole proprietorship, partnership, corporation, limited liability company or partnership, or otherwise) and has contracts with State agencies that annually total more than \$50,000 or whose aggregate pending bids or proposals and current State contracts that total more than \$50,000, the vendor, bidder, or offeror is prohibited from making political contributions and must register with the State Board of Elections. 30 ILCS 500/20-160.

**EVIDENCE OF REGISTRATION WITH THE STATE BOARD OF ELECTIONS
IS THE CERTIFICATE OF REGISTRATION**



BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures
RETURN WITH BID
STATE OF ILLINOIS

DISCLOSURE OF BUSINESS OPERATIONS WITH IRAN

6. In accordance with 30 ILCS 500/50-36, each bid, offer, or proposal submitted for a State contract, other than a small purchase defined in Section 20-20 of the Illinois Procurement Code, will include a disclosure of whether or not the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran and:
- more than 10% of the company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral – extraction products or services to the Government of Iran or a project or consortium created exclusively by that Government; and the company has failed to take substantial action; or
 - the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12- month period that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

A bid or offer that does not include this disclosure may be given a period after the bid or offer is submitted to cure non-disclosure. A chief procurement officer may consider the disclosure when evaluating the bid or offer or awarding the contract.

☐ There are no business operations that must be disclosed to comply with the above cited law.

☐ The following business operations are disclosed to comply with the above cited law:

[Click here to enter text.](#)

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures
RETURN WITH BID
STATE OF ILLINOIS

FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

The Financial Disclosures and Conflicts of Interest form (“form”) must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors. There are **nine** steps to this form and each must be completed as instructed in the step heading and within the step. A bid or offer that does not include this form shall be considered non-responsive. The Agency/University will consider this form when evaluating the bid or offer or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Separate forms are required for the vendor, parent entity(ies), and subcontractors.

This disclosure is submitted for:

- ☐ Vendor
- ☐ Vendor’s Parent Entity(ies) (100% ownership)
- ☐ Subcontractor(s) >\$50,000 (annual value)
- ☐ Subcontractor’s Parent Entity(ies) (100% ownership) > \$50,000 (annual value)

Project Name	Click here to enter text.
Illinois Procurement Bulletin Number	Click here to enter text.
Contract Number	Click here to enter text.
Vendor Name	Click here to enter text.
Doing Business As (DBA)	Click here to enter text.
Disclosing Entity	Click here to enter text.
Disclosing Entity’s Parent Entity	Click here to enter text.
Subcontractor	Click here to enter text.
Instrument of Ownership or Beneficial Interest	Choose an item. <input type="checkbox"/> If you selected Other, please describe: Click here to enter text.

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

RETURN WITH BID
STATE OF ILLINOIS

FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

STEP 1

SUPPORTING DOCUMENTATION SUBMITTAL

(All vendors complete regardless of annual bid, offer, or contract value)

(Subcontractors with subcontract annual value of more than \$50,000 must complete)

You must select one of the six options below and select the documentation you are submitting. You must provide the documentation that the applicable section requires with this form.

☐ Option 1 – Publicly Traded Entities

1.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

1.B. ☐ Attach a copy of the Federal 10-K or provide a web address of an electronic copy of the Federal 10-K, and skip to Step 3.

☐ Option 2 – Privately Held Entities with more than 100 Shareholders

2.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

2.B. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership share in excess of 5% and attach the information Federal 10-K reporting companies are required to report under 17 CFR 229.401.

☐ Option 3 – All other Privately Held Entities, not including Sole Proprietorships

3.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

☐ Option 4 – Foreign Entities

4.A. ☐ Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

4.B. ☐ Attach a copy of the Securities Exchange Commission Form 20-F or 40-F and skip to Step 3.

☐ Option 5 – Not-for-Profit Entities

☐ Complete Step 2, Option B.

☐ Option 6 – Sole Proprietorships

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

RETURN WITH BID
STATE OF ILLINOIS

FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

☐ Skip to Step 3.

STEP 2

DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS

(All vendors, except sole proprietorships, must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Complete **either** Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

OPTION A – Ownership Share and Distributive Income

Ownership Share – If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds \$106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE – X			
Name	Address	Percentage of Ownership	\$ Value of Ownership
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Distributive Income – If you selected Option 1.A., 2.A., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor's total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds \$106,447.20.

☐ Check here if including an attachment with requested information in a format substantially similar to the format below.

TABLE – Y			
Name	Address	% of Distributive Income	\$ Value of Distributive Income
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

RETURN WITH BID
STATE OF ILLINOIS

FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than \$106,447.20.

☐ Yes ☐ No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than \$106,447.20 or greater than 5% of the total distributive income of the disclosing entity.

☐ Yes ☐ No

OPTION B – Disclosure of Board of Directors (Not-for-Profits)

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

TABLE – Z	
Name	Address
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

STEP 3

DISCLOSURE OF LOBBYIST OR AGENT

(Complete only if bid, offer, or contract has an annual value over \$50,000)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

☐ Yes ☐ No. Is your company represented by or do you employ a lobbyist required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or other agent who is not identified through Step 2, Option A above and who has communicated, is communicating, or may communicate with any State/Public University officer or employee concerning the bid or offer? If yes, please identify each lobbyist and agent, including the name and address below.

If you have a lobbyist that does not meet the criteria, then you do not have to disclose the lobbyist's information.

Name	Address	Relationship to Disclosing Entity
Click here to enter text.	Click here to enter text.	Click here to enter text.

Describe all costs/fees/compensation/reimbursements related to the assistance provided by each representative lobbyist or other agent to obtain this Agency/University contract: [Click here to enter text.](#)

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

RETURN WITH BID
STATE OF ILLINOIS

FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

STEP 4

PROHIBITED CONFLICTS OF INTEREST

(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. Please provide the name of the person for which responses are provided: [Click here to enter text.](#)

1. Do you hold or are you the spouse or minor child who holds an elective office in the State of Illinois or hold a seat in the General Assembly? ☐ Yes ☐ No
2. Have you, your spouse, or minor child been appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% (\$106,447.20) of the salary of the Governor? ☐ Yes ☐ No
3. Are you or are you the spouse or minor child of an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority? ☐ Yes ☐ No
4. Have you, your spouse, or an immediate family member who lives in your residence currently or who lived in your residence within the last 12 months been appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor? ☐ Yes ☐ No
5. If you answered yes to any question in 1-4 above, please answer the following: Do you, your spouse, or minor child receive from the vendor more than 7.5% of the vendor's total distributable income or an amount of distributable income in excess of the salary of the Governor (\$177,412.00)? ☐ Yes ☐ No
6. If you answered yes to any question in 1-4 above, please answer the following: Is there a combined interest of self with spouse or minor child more than 15% in the aggregate of the vendor's distributable income or an amount of distributable income in excess of two times the salary of the Governor (\$354,824.00)? ☐ Yes ☐ No

STEP 5

POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS

(Complete only if bid, offer, or contract has an annual value over \$50,000)

(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Step 5 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above.

Please provide the name of the person for which responses are provided: [Click here to enter text.](#)

1. Do you currently have, or in the previous 3 years have you had State employment, including contractual employment of services? ☐ Yes ☐ No
2. Has your spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years? ☐ Yes ☐ No
3. Do you hold currently or have you held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois? ☐ Yes ☐ No
4. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years? ☐ Yes ☐ No
5. Do you hold or have you held in the previous 3 years any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office? ☐ Yes ☐ No
6. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years? ☐ Yes ☐ No
7. Do you currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government? ☐ Yes ☐ No
8. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist? ☐ Yes ☐ No
9. Do you currently have or in the previous 3 years had compensated employment by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either ☐ Yes ☐ No

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

RETURN WITH BID
STATE OF ILLINOIS

FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

the Secretary of State or the Federal Board of Elections?

10. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections? ☐ Yes ☐ No

STEP 6

EXPLANATION OF AFFIRMATIVE RESPONSES

(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

If you answered "Yes" in Step 4 or Step 5, please provide on an additional page a detailed explanation that includes, but is not limited to the name, salary, State agency or university, and position title of each individual.

STEP 7

**POTENTIAL CONFLICTS OF INTEREST
RELATING TO DEBARMENT & LEGAL PROCEEDINGS**

(Complete only if bid, offer, or contract has an annual value over \$50,000)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

This step must be completed for each person disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided: [Click here to enter text.](#)

1. Within the previous ten years, have you had debarment from contracting with any governmental entity? ☐ Yes ☐ No
2. Within the previous ten years, have you had any professional licensure discipline? ☐ Yes ☐ No
3. Within the previous ten years, have you had any bankruptcies? ☐ Yes ☐ No
4. Within the previous ten years, have you had any adverse civil judgments and administrative findings? ☐ Yes ☐ No
5. Within the previous ten years, have you had any criminal felony convictions? ☐ Yes ☐ No

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

RETURN WITH BID
STATE OF ILLINOIS

FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

If you answered “Yes”, please provide a detailed explanation that includes, but is not limited to the name, State agency or university, and position title of each individual. [Click here to enter text.](#)

STEP 8

DISCLOSURE OF CURRENT AND PENDING CONTRACTS

(Complete only if bid, offer, or contract has an annual value over \$50,000)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

If you selected Option 1, 2, 3, 4, or 6 in Step 1, do you have any contracts, pending contracts, bids, proposals, subcontracts, leases or other ongoing procurement relationships with units of State of Illinois government?

☐ Yes ☐ No.

If “Yes”, please specify below. Additional rows may be inserted into the table or an attachment may be provided if needed.

Agency/University	Project Title	Status	Value	Contract Reference/P.O./Illinois Procurement Bulletin #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Please explain the procurement relationship: [Click here to enter text.](#)

STEP 9

SIGN THE DISCLOSURE

(All vendors must complete regardless of annual bid, offer, or contract value)
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

This disclosure is signed, and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

Name of Disclosing Entity: [Click here to enter text.](#)

Signature: _____

Date: [Click here to enter text.](#)

Printed Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

RETURN WITH BID

STATE OF ILLINOIS

FORMS B CERTIFICATIONS AND DISCLOSURES

I certify that:

The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

I am a U.S. person (including a U.S. resident alien).

- If you are an individual, enter your name and SSN as it appears on your Social Security Card.
- If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.
- If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the D/B/A on the business name line and enter the owner's SSN or EIN.
- If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
- For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.

Name: [Click here to enter text.](#)

Business Name: [Click here to enter text.](#)

Taxpayer Identification Number:

Social Security Number: [Click here to enter text.](#)

or

Employer Identification Number: [Click here to enter text.](#)

Legal Status (check one):

- | | |
|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Nonresident alien |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Estate or trust |
| <input type="checkbox"/> Legal Services Corporation | <input type="checkbox"/> Pharmacy (Non-Corp.) |
| <input type="checkbox"/> Tax-exempt | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.) |
| <input type="checkbox"/> Corporation providing or billing
medical and/or health care services | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Corporation NOT providing or billing
medical and/or health care services | (select applicable tax classification) |
| | <input type="checkbox"/> D = disregarded entity |
| | <input type="checkbox"/> C = corporation |
| | <input type="checkbox"/> P = partnership |

Signature of Authorized Representative: _____

Date: [Click here to enter a date.](#)

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures
RETURN WITH BID
STATE OF ILLINOIS
FORMS B CERTIFICATIONS AND DISCLOSURES

FORMS B

***This Forms B section may be used when responding to an Invitation for Bid (IFB) or a Request for Proposal (RFP) using a current registration in the Illinois Procurement Gateway (IPG).
If the bidder does not use Forms B, then Forms A shall be submitted with bid.**

RETURN WITH BID
STATE OF ILLINOIS

FORMS B CERTIFICATIONS AND DISCLOSURES

IPB Reference #: [Click here to enter text.](#)

Procurement/Contract #: [Click here to enter text.](#)

This Forms B may be used when responding to an Invitation for Bid (IFB) or a Request for Proposal (RFP) if the vendor is registered in the Illinois Procurement Gateway (IPG) and has a valid IPG Registration Number.

If a vendor does not have a valid IPG registration number, then the vendor must complete and submit Forms A with their response. Failure to do so may render the submission non-responsive and result in disqualification.

Please read this entire section and provide the requested information as applicable. All parts in Forms B must be completed in full and submitted along with the vendor's response.

1. Certification of Illinois Procurement Gateway Registration

My business has a valid Illinois Procurement Gateway (IPG) registration. The State of Illinois Chief Procurement Office approved the registration and provided the IPG registration number and expiration date disclosed in this Forms B.

To ensure that you have a valid registration in the IPG, search for your business name in the IPG Registered Vendor Directory. If your company does not appear in the search results, then you do not have a valid IPG registration.

IPG Registration #: [Click here to enter text.](#)

IPG Expiration Date: [Click here to enter text.](#)

2. Certification Timely to this Solicitation or Contract

Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), amended by Public Act No. 97-0895 (August 3, 2012). ☐ Yes ☐ No

3. Replacement Certification to IPG Certification #6 (supersedes response in IPG)

If Vendor has been convicted of a felony, Vendor certifies at least five years have passed since the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business. Vendor further certifies that it is not barred from being awarded a contract. 30 ILCS 500/50-10. ☐ Yes ☐ No

4. Disclosure of Lobbyist or Agent (Complete only if bid, offer, or contract has an annual value over \$50,000)

Is your company or parent entity(ies) represented by or do you or your parent entity(ies) employ a lobbyist required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or an agent who has communicated, is communicating, or may communicate with any State/Public University officer or employee concerning the bid or offer? If yes, please identify each lobbyist and agent, including the name and address below. ☐ Yes ☐ No

If yes, please identify each lobbyist and agent, including the name and address below. If you have a lobbyist that does not meet the criteria, then you do not have to disclose the lobbyist's information. Additional rows may be inserted into the table or an attachment may be provided if needed.

RETURN WITH BID

STATE OF ILLINOIS

FORMS B CERTIFICATIONS AND DISCLOSURES

Name	Address	Relationship to Disclosing Entity
Click here to enter text.	Click here to enter text.	Click here to enter text.

Describe all costs/fees/compensation/reimbursements related to the assistance provided by each representative lobbyist or other agent to obtain this Agency/University contract: [Click here to enter text.](#)

5. Disclosure of Current and Pending Contracts

Complete only if: (a) your business is for-profit and (b) the bid, offer, or contract has an annual value over \$50,000. Do not complete if you are a not-for-profit entity.

☐ Yes ☐ No. Do you have any contracts, pending contracts, bids, proposals, subcontracts, leases or other ongoing procurement relationships with units of State of Illinois government?

If “Yes”, please specify below. Additional rows may be inserted into the table or an attachment in the same format may be provided if needed.

Agency/University	Project Title	Status	Value	Contract Reference/P.O./Illinois Procurement Bulletin #
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

6. Signature

As of the date signed below, I certify that:

- My business’ information and the certifications made in the Illinois Procurement Gateway are truthful and accurate.
- The certifications and disclosures made in this Forms B are truthful and accurate.

This Forms B is signed by an authorized officer or employee on behalf of the bidder, offeror, or vendor pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code, and the affirmation of the accuracy of the financial disclosures is made under penalty of perjury.

This disclosure information is submitted on behalf of:

Vendor Name: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Street Address: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

City, State, Zip: [Click here to enter text.](#)

Vendor Contact: [Click here to enter text.](#)

Signature: _____

Date: [Click here to enter text.](#)

Printed Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

BIDDING & CONTRACT REQUIREMENTS
Document 00 41 09 – Certifications and Disclosures

I certify that:

The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

I am a U.S. person (including a U.S. resident alien).

- If you are an individual, enter your name and SSN as it appears on your Social Security Card.
- If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.
- If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the D/B/A on the business name line and enter the owner's SSN or EIN.
- If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
- For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.

Name: [Click here to enter text.](#)

Business Name: [Click here to enter text.](#)

Taxpayer Identification Number:

Social Security Number: [Click here to enter text.](#)

or

Employer Identification Number: [Click here to enter text.](#)

Legal Status (check one):

- | | |
|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Nonresident alien |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Estate or trust |
| <input type="checkbox"/> Legal Services Corporation | <input type="checkbox"/> Pharmacy (Non-Corp.) |
| <input type="checkbox"/> Tax-exempt | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.) |
| <input type="checkbox"/> Corporation providing or billing
medical and/or health care services | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Corporation NOT providing or billing
medical and/or health care services | (select applicable tax classification) |
| | <input type="checkbox"/> D = disregarded entity |
| | <input type="checkbox"/> C = corporation |
| | <input type="checkbox"/> P = partnership |

Signature of Authorized Representative: _____

Date: [Click here to enter a date.](#)

END 00 41 09

1. PREVAILING WAGE ACT

Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act(820 ILCS 130/1-12).

END 00 43 43.